



JOB DESCRIPTION

JOB TITLE: Domestic Assistant

REPORTING TO: Prep Support Services Manager

ROLE OVERVIEW

To work within the domestic team and each cleaner will be responsible for an area of the school to maintain a high standard of cleanliness, hygiene of the school buildings at all times.

KEY FUNCTIONS

- Maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety, Hygiene Regulations and COSHH.
- Undertake a set daily area of classroom and toilets cleaning programme to ensure high standards of cleanliness throughout the school buildings and facilities. When your area is clean, and time spare, you are required to undertake some deeper cleaning as you go e.g. brass/silver cleaning, windows, de-cobwebbing etc.
- Remain vigilant at all times when cleaning – items such as chemicals and vacuums should not be left unattended.
- Operate cleaning machinery and other equipment appropriately and in a safe manner.
- Undertake major periodic cleaning activities such as internal window cleaning, cleaning carpets, light fittings, walls and furnishings. Annual deep clean.
- Report any major defects in buildings and equipment observed in the course of duties.
- Support and guide other team members as and when required.
- Be aware of and adhere to any applicable rules, regulations or legislation, e.g., Health & Safety at Work, Food Hygiene Laws and School Rules.
- Maintain confidentiality of information acquired in the course of undertaking duties for the School.
- Undertake any other duties appropriate to the grading of the post as and when required.

PERSON SPECIFICATION

Essential Criteria

- Proven record of reliability
- Evidence of strong work ethic (e.g. from references)
- Flexible approach
- Good level of fitness with ability to tackle manual aspects of the role, within manual handling guidelines
- Sympathetic to the Methodist ethos of the School

Desirable Criteria

- Successful experience in a similar role
- Knowledge of Health & Safety, Hygiene Regulations and COSHH

ADDITIONAL

- Training to operate equipment will be provided as necessary.
- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date reviewed: November 2021

Reviewed by: Support Services Manager