

JOB DESCRIPTION: DOMESTIC CLEANER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To perform general cleaning duties (<i>e.g.</i> cleaning, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the fixtures and fittings, pot washing, food service duties and to perform other such duties as may be reasonably requested by the Bursar).
Responsible to:	Estates Manager
Responsible for:	N/A
Hours of work:	9am – 5pm Monday to Friday term-time only, plus 2 weeks of deep clean during the School holidays (hours may vary during the deep clean)
Notice Period:	One calendar month

Overview

To work within a Domestic team and report to the Estates Manager. The aim of all such support staff is to work collaboratively to meet the needs of teaching staff and pupils ensuring the better performance of the School.

To be able to contribute to the environment of high standards, good manners, and excellent service at which the School aims.

Key Tasks

To perform general cleaning duties and low-level food service support (*e.g.* cleaning, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the fixtures and fittings, pot washing, Match Teas and to perform other such duties as may be reasonably requested by the Bursar). Duties may vary between term and closure periods. To relieve and assist other members of domestic staff in certain circumstances. To attend meetings and training courses as requested.

General

All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

Knowledge, Skills and Experience Required

Essential

- Extremely high level of cleanliness, and a desire to see the highest standards attained.
- Self-motivated with the ability to work under own initiative.
- Physical capability to meet the demands of the role, which will include manual work.
- Positive approach to learning in the role and identifying your own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.
- A pro-active and flexible approach to role. Hours can occasionally vary depending on the School Calendar, requiring attendance at occasional School events at weekends (*e.g.* annual Speech Day).
- Good time-keeping.
- Ability to communicate effectively.
- Enthusiasm, energy and commitment.
- Flexible approach to role.

Desirable

- Food safety and Hygiene experience
- Understanding of COSHH
- Sense of a humour and a team player.
- Experience of cleaning duties working within a commercial/business setting.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.