

JOB DESCRIPTION: DOMESTIC TEAM MEMBER (CARETAKER DUTIES OF SPORTS HALL)

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:	Caretaker & Domestic duties in the Sports Centre, including the daily and deep cleaning tasks throughout the building and immediate areas, support and preparation for internal and external events such as Match Teas, Winter Fair, fault reporting and routine compliance checks, such as Fire Alarm Testing and Drainage.
Responsible to:	Estates Manager
Hours of work:	11am until 6.30pm Monday to Friday and alternate Saturday Match Teas during School Term-time (approx. 19 Saturdays), plus two weeks of deep cleaning during fixed School holiday-time. There are approximately 33 weeks of School term-time working.
Pension:	Auto-enrolment by the School in the <i>School Pension Scheme</i> as appropriate.
Commencement Date:	02 November 2026
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.

The role holder will perform caretaker and domestic duties in the Sports Centre, including the daily and deep cleaning tasks throughout the building and immediate areas. The role includes support

and preparation for internal and external events such as Match Teas and Winter Fair. The role also includes fault reporting and routine compliance checks.

Key Tasks

- To perform general cleaning duties (*i.e.* cleaning, sweeping, vacuum cleaning, use of floor cleaning equipment, emptying of litter bins, polishing and dusting of the fixtures and fittings, set up and support of Match Tea service including clearance and use of dishwasher).
- To support and assist the Domestic Team during Match Teas weekly and alternate Saturday's when required.
- To support early Lunch Meal service when required.
- To support the School Firework Display, Winter Fair & Speech Day.
- To relieve and assist other members of the Domestic Team as needed.
- To attend meetings and training courses as requested including Inset Days.
- To observe the Health & Safety Act at all times.
- To perform other such duties as may be reasonably requested by the Estates Manager.

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.
- Understanding of Food safety & Hygiene.
- Ability to work unsupervised to the required standard.
- Self-motivated with the ability to work under their own initiative.
- Ability to work effectively as part of a team.
- Ability to follow cleaning schedules.
- Good time-keeping with the ability to work to timed schedule.
- Enthusiasm, energy and commitment.
- A pro-active and flexible approach to the role.
- Ability to communicate effectively.

Desirable

- Food safety and Hygiene experience
- Understanding of COSHH
- 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.