

Updated January 2018



JOB DESCRIPTION

JOB TITLE: Domestic Assistant

Your Line Manager will be: Domestic Services Manager

Your salary scale will be: £8.94 per hour (correct Jan 2018)

Your hours will be: Hours as per contract of employment

OVERVIEW OF POST

The post holder will be responsible for maintaining high standards of cleanliness as part of a team during term time as well as during holidays when the building and/or grounds may be let for outside functions and events.

KEY TASKS

- To carry out instructions given to you by the supervisor
- To maintain high standards of cleanliness, safety and hygiene as laid down in the standards manual.
- To use the correct chemicals/cleaning materials according to the specific task.
- To ensure that cleaning equipment is properly maintained at all times
- To follow routines and schedules given by the Supervisor to high standards.
- To store equipment in a safe manner after use.
- Ensure that cleaning cupboards themselves are kept clean, tidy and locked.
- Store all materials in locked cupboards
- To relieve other staff of duties in the event of illness or holiday (which may be in other departments).
- To attend meetings or training sessions as required.
- Report all defects in furnishing, equipment or general fabric of the building to your line manager.
- Any other reasonable duties as specified by the Domestic services manager

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- Wear the correct uniform at all times and present yourself in a clean and tidy manner.
- Should there be any altercations with any pupils around the campus to contact a teacher immediately.

Additionally:

This job description identifies the main duties and responsibilities of the post, but as the role and nature of the functions develop, these may change. LVS Ascot is a day and boarding school and a flexible approach is therefore required in undertaking the duties of the post.

The job description will be subject to review in consultation with the post holder and changed accordingly.

Signature of holder _____

Date_____