



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	DOMESTIC ASSISTANT
RESPONSIBLE TO	HOUSEKEEPER / EVENING TEAM LEADER
DEPARTMENT	DOMESTICS
WORKING AT	LANGLEY PREPARATORY SCHOOL

We exist to provide a first-class, all-round education within a friendly, inclusive and supportive community. By focusing relentlessly on improving standards our students learn to be independent, valued citizens and develop their abilities to the full.

We select our support staff to reflect the high professional standards of the School and to be active partners in the continued success of Langley School.

JOB DESCRIPTION

The Domestic Assistant role is key in ensuring that the overall appearance and presentation of the school meets/exceeds expectations together with meeting relevant health and safety requirements.

Main Responsibilities

The Domestic Assistant is required to undertake the following duties, using the prescribed methods and frequencies in line with the requirements of the cleaning specification. This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list:

- Coordinate the preparation of parent teas/coffees as required
- To assist, as and when required, with the setting up for events/functions in all areas of the School
- Assist with the clearing up post breakfast
- Assist the catering team with the lunch service as required
- Co-ordination and assistance of match teas as required
- Ensure any litter is removed
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Suction cleaning carpeted areas and "spot" cleaning carpets
- Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
- To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, doors, radiators, shelves and fitments
- To replenish consumable items as required throughout the school day (soap, toilet rolls, paper towels) in line with guidance from the Housekeeper or Evening Team Leader
- To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains
- To respond to spillages, including those relating to bodily fluids in line with School policy and procedures
- To undertake wall washing or windowpane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes



- To monitor, issue and re-order cleaning products in line with guidance from Housekeeper or Evening Team Leader
- Ensure that areas are cleaned and ready for use by external agencies that may be using the school facilities
- To carry out any other reasonable duties within the overall function of the job

Reporting & Communication

- To report to the Housekeeper or Evening Team Leader, maintenance requirements and general health and safety issues that may be apparent around the school
- To undertake any other task as directed by the Housekeeper, Evening Team Leader or Headmaster, or a such to ensure immediate action is taken in respect to a health and safety concern

Health & Safety Duties

- Have a good understanding of COSHH on the theory and application of Health & Safety
- Have a demonstrable knowledge of COSHH
- To act as a role model for safe working practices
- To respond as appropriate to matters of Health & Safety, reporting as required.

PERSON SPECIFICATION

	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
COSHH		X
First Aid at Work Certificate		X
Relevant Cleaning & Support Services Qualification		X
Food Hygiene Certificate		X
Understanding of RIDDOR		X
EXPERIENCE, SKILLS & COMPETENCIES		
Experience of undertaking risk assessments	X	
Able to take instruction	X	
Knowledge of cleaning equipment and techniques	X	
Proven organisation and planning skills	X	
Ability to work in a team and also use own initiative	X	
A strong commitment to Safeguarding and confidentiality	X	
Excellent communication skills	X	
Working in an educational environment		X
Enthusiasm and pride in work	X	

ADMIN

Interview panel for role	Head of Estates/School Business Manager
JD signed off	DATE 19/06/19