



JOB DESCRIPTION

JOB TITLE: Domestic Assistant

RESPONSIBLE TO: Housekeeper

DATE OF ISSUE: February 2017

OVERALL PURPOSE

As part of the Housekeeping Department, you will be responsible for cleaning and maintaining designated areas to the standards required by the school.

DUTIES

- I. To carry out duties as delegated by the Housekeeping Supervisors and / or Housekeeping Manager, which will include any / all of the following:
 - a) Wet Work:
 - cleaning of toilets,
 - bathrooms,
 - showers, changing rooms
 - b) Vacuuming designated areas,
 - cob webbing,
 - window cleaning,
 - wall washing,
 - emptying rubbish,
 - dusting,
 - polishing,
 - occasional bed making.
 - c) Operation of cleaning machinery
 - scrubbing machine,
 - steam cleaners
 - polishers.
 - d) Extra special cleaning / deep cleaning will be required to include specialised floor finishes and carpet cleaning during specific periods.
2. To report all maintenance defects for furnishings, furniture, fittings and building fabric to the Line Manager
3. Communicating any issues that need addressing to the Line Manager
4. To be security conscious and lock all doors and windows as required
5. To comply with all legal and school requirements whilst on site to include fire, health and safety and COSHH.
6. To attend training and development sessions as and when required.

7. To maintain a high standard of personal hygiene and a neat appearance, wearing a uniform where required.
8. To carry out any other reasonable duties deemed appropriate as requested by managers.

Canford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All successful job applicants will be required to undergo child protection screening.