

DOMESTIC - JOB DESCRIPTION

Early Shift

LOCATION: Chetham's School of Music

HOURS: 07.00 am – 10.45am
Monday to Friday
18.75 hours per week

Additional weekend hours may be required by Domestic Management on an ad hoc basis, as part of Chetham's School Residential conference business.

ACCOUNTABLE TO: Domestic Services Manager

RESPONSIBLE TO: Domestic Team Leader

JOB PURPOSE AND OBJECTIVES

To work as part of the Domestic Services Team in ensuring that an efficient and high quality Domestic Service is provided to all areas of the School.

MAIN DUTIES AND RESPONSIBILITIES

To work as part of a team carrying out general cleaning in offices, boarding houses or classrooms, including toilets and bathrooms.

Duties to include dusting, vacuuming and floor maintenance, including the operation of rotary floor scrubbing machines and other domestic cleaning appliances.

When the needs of the service require it, to assist in the Central laundry, processing clothing and bed linen.

To carry out the above duties according to the frequencies specified in Work Schedules, or as directed by Domestic management.

To report any occurrences which may prevent these duties being carried out.

Report any personal accidents/untoward incidents to the Team Leader, immediately.

To leave equipment and machinery in a clean condition, reporting any defects to the Domestic Supervisor.

To have knowledge of the School's Health and Safety policy, carrying out duties in a manner which is safe for all.

To be prepared to undertake work in any area of the School when required to by their Team Leader.

To carry out other duties required by the Domestic Services Manager which may not be shown on the Work Schedule but which are within the scope of the job.

To attend any on-site training sessions organised by the Department.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

Safeguarding Children Policy Statement

Chetham's Safeguarding Children Policy and Procedures are available on Chetham's website.

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name

Employee's Signature

Date

Aug 2015

DOMESTIC ASSISTANT – PERSON SPECIFICATION

	Requirements/ Specification
	Essential
Previous Experience of working in a busy domestic environment	E
Previous Experience of working with a Rotary floor Scrubbing machine	E
Clear spoken and written English	E
Excellent Time Management	E
Ability to work on own initiative and able to cope with periods of pressure and change	E
Flexibility with regards to working hours, practices and sharing of duties with other members as and when required.	E
Reliable, conscientious and willing to work as part of a team	E
Well organised, with an honest and confidential personality	E
Suitability to work with children	E
	Desirable
Previous experience of working with children	D
Previous experience of working in a school /college or hotel environment	D