



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

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

Role title:	Domestic Assistant
Reporting to:	Domestic Services Manager
Hours:	Part Time - Monday to Friday – 1.5 hours a day – between the hours of 6.00am and 8.30am, during term time and college holidays.
Summary of the role:	This position is for a part time Domestic Assistant. You will provide a service to the students, and staff as well as organisations that use the premises. Therefore each individual is expected to be part of a team.
Main duties and responsibilities:	<ul style="list-style-type: none"> • You will have the responsibility to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's policies and code of conduct. • Weekly/daily communication with the Domestic Services Manager and / or Assistant Domestic Services Manger to confirm 'designated area and daily duties required'. • Daily cleaning, including of priority areas, such as washrooms/shower rooms/toilets, urinals, wash hand basins and all surfaces in the vicinity; • Daily restocking, as needed, with, for example, soap and toilet tissue; • Daily removal of rubbish; • Daily cleaning of any kitchen area that falls within your designated area; • Daily cleaning of classrooms, which may include specialist classrooms, such as laboratories/HE/Art/Ceramics/DT; • Daily inspection for damage in your designated area and giving notification to Property Services at the earliest opportunity, if needed; • Routine cleaning of pupil and designated staff accommodation within your area, ensuring that all rooms are done at least twice a week, including staircases, corridors and common rooms; • Responding to periodic reasonable requests from the Domestic Services Manager and/or Assistant Domestic Services Manager, such as covering for absentees; • Carrying out spring-cleaning tasks as required by the college during student holiday times; • Following specific written and verbal instructions with regard to use of cleaning materials in line with COSHH regulations; • Undertaking any reasonable requests, tasks or duties which are required, including working some evenings and weekends; other duties of an appropriate level and nature as and when requested. • To work safely and operate within health & safety regulations at all times whilst complying with manual handling guidance.
Line management duties and responsibilities	You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.