



JOB DESCRIPTION

DOMESTIC ASSISTANT

As a Domestic Assistant you are required to maintain the highest levels of cleanliness in Moor House School & Moor House College. Your duties and responsibilities will include:

Cleaning:

- Ensuring sections of bedrooms, corridor and public areas are kept clean and tidy to the required standard.
- Daily Cleaning:
 - Emptying waste bins and wiping out.
 - Vacuuming throughout and mopping
 - Shaking out cushions.
 - Cleaning dining rooms / common rooms / lavatories.
 - Cleaning taps and sinks.
 - Cleaning soap dishes.
 - Cleaning toothbrush holders.
 - Spot cleaning all floorings.
- Weekly Cleaning:
 - Polishing all mirrors.
 - Skirting, woodwork and walls
 - Cleaning all pipe-work in lavatories.
 - Dusting handrails and radiators.
 - Moving all mobile furniture (including beds and chairs) and vacuuming and dusting beneath / behind.
 - Washing out metal wastepaper bins.
 - Dusting and polishing furniture and windowsills.
 - Washing lino floors.
 - Shampooing carpets as requested by Domestic Services Manager.
 - Dusting pictures.
 - Dusting curtain rails.
 - Dusting light bulbs and fittings.
- Restocking toiletries, soaps, towels etc. as and when required.
- Efficient and economical use of supplies provided.
- Assisting with Linen Room duties when requested.
- Keeping storage areas clean and tidy and stocked up at all times.

Communication:

- Participating in Staff and School meetings as required.
- Informing the Supervisor/laundry of any special cleaning requests e.g. soiled bedspreads.

Training & Development:

- Attending mandatory training days / courses, on or off site, as and when required.
- Maintaining professional knowledge and competence.

Health & Safety:

- Making certain that chemicals / equipment are used and stored correctly and safety procedures adhered to at all times.

- Reporting immediately to the Supervisor, or Person in Charge, any illness of an infectious nature or accident incurred by a colleague, self or another.
- Understanding and ensuring the implementation of the Schools Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
- Reporting to the Supervisor, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promoting safe working practice in the School.

General:

- Contributing to the safeguarding of pupils by ensuring you are aware of your role in relation to the School's Safeguarding children Policy, taking steps to protect Residents from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the School's Management of any concerns.
- Promoting and ensuring the good reputation of the School.
- Ensuring that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notifying the Domestic Services Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensuring the security of the School is maintained at all times.
- Adhering to all Company policies and procedures within the defined timescales.
- Ensuring all equipment is clean and well maintained.
- Carrying out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

I agree to the duties as stated herein.

Signed:

Printed:

Dated: