

JOB DESCRIPTION- DOMESTIC STAFF

- PURPOSE OF JOB :** To perform a variety of domestic and cleaning tasks
- REPORTS TO:** Domestic Supervisor
- KEY RELATIONSHIPS:** Matron of the relevant boarding house for day to day duties
Housemaster/Housemistress (privateside cleaning) for day to day duties

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

CLEANING, LAUNDRY AND SEWING

Cleaning - The specific cleanliness of areas assigned to you by Matron including:

1. The collection of rubbish and its disposal to designated bins or collection points
2. Dusting, polishing and/or damp wiping as appropriate of all surfaces up to a height of two metres plus high level soft brushing using the appropriate equipment
3. The dry vacuuming, polishing, machine scrubbing or wet vacuuming of floors as appropriate to the surface finish
4. The cleaning of accessible windows and blinds up to a height of two metres
5. The cleaning of bathrooms, showers and lavatories including the replenishment of lavatory paper
6. The cleaning of other areas in the House, including Brewer's (and equipment) telephone booths, sick room and surgery, libraries, TV and games rooms, computer rooms, corridors and landings at a frequency and specification as directed by the relevant Matron
7. The cleaning of walls, doors and paintwork at intervals as specified by your Matron up to a height of two meters
8. The cleaning of entrances and porches
9. At the end of and before the start of each terms the cleaning of areas within the House as directed by Matron
10. The cleaning and polishing of cups, trophies and pictures as appropriate

Laundry and Clothing

1. To assist the Matron with the laundering of pupils clothes, including sorting, washing, spinning, tumble drying and folding
2. Sorting and distribution of clean laundry, towels and linen to pupils' bedsits and dormitories as directed by Matron

Sewing

You may be required to carry out urgent jobs as directed by Matron, such as sewing-on buttons and name tapes, machine mending of clothing and darning.

PRIVATESIDE

1. Ironing, dusting, polishing and/or damp wiping as appropriate of all surfaces up to a height of two metres plus high level soft brushing using the appropriate equipment.
2. Vacuuming, polishing, machine scrubbing or wet vacuuming of floors as appropriate to the surface finish.
3. The cleaning of accessible windows and blinds up to a height of two metres.
4. The cleaning of bathrooms, showers and lavatories.

MISCELLANEOUS RESPONSIBILITIES AND DUTIES

1. To report any damage or breakages to the Matron without undue delay
2. To assist with the delivery of food and drinks to pupils who are ill and bedded down within the House
3. To develop in conjunction with the Matron an understanding of the needs and life of pupils in the House you working, with a view to forming part of the House Team and having responsibility for the care and welfare of pupils
4. Taking down and putting up curtains as directed by Matron provided they are within reach without ladders.
5. Tidying of beds when necessary in order to improve appearances.
6. You are required to adopt a flexible approach to your duties within your assigned House. For example:
 - i. Carrying out extra tasks or work in another area of the House should other members of the Domestic Staff be absent
 - ii. Accepting additional tasks as requested by the HsM and/or Matron, provided such tasks are necessary to the smooth running of the domestic side of the House

MATERIALS AND SAFETY

Materials

You should only use materials and equipment provided by the College.

Safety

You have certain responsibilities towards pupils and other members of the College staff. These are laid down in the College's Health and Safety Manual. Your Matron has a copy of the Manual, which is available for you to consult.

QUALITIES:

- Adaptable and willing to accommodate different cleaning processes as College needs change and develop.
- Flexible to working hours and shift rotas such as Saturdays, Commemoration Days and Bank Holidays falling during term time
- Pleasant manner
- Strong drive and motivation to complete daily/weekly tasks.

PERSON SPECIFICATION:

- Personable nature
- Trustworthy and reliable
- Proactive and positive approach
- Enthusiastic team member

The post-holder of this post may perform other related duties as negotiated to meet the on-going needs of the College, and due to the College continually evolving and progressing may be amended at any time, in conjunction with the post-holder, to allow for improvements to the levels of care and the protocols by which the College functions.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).