

Job Title Household Assistant

Responsible to Household Manager

#### **Role Overview**

The purpose of the position is to ensure that all campus premises (domestic, office and academic) are maintained to a high standard of cleanliness. You are also required to work in accordance with child safeguarding criteria.

# **Responsibilities and Duties**

- Cleaning of domestic, office and academic premises to include, but not limited to: floors, surfaces, waste bins, toilets, sinks and wash basins
- Ensuring cleaning tasks are completed in a timely manner and to a high standard
- To promptly report any problems and issues to the Line Manager
- To comply with all aspects of the Clayesmore School Cleaning requirements, using PPE if required for a task
- Careful use of all cleaning materials at all times observing guidelines specified in the Health and Safety act 1993, COSHH etc
- Careful use of manually and mechanically operated equipment at all times observing the guidelines specified in the Health and Safety Act 1993 etc
- To undertake all aspects in cleaning walls (up to 2 metres) floors, fixtures and fittings and to assist with 'deep clean' at the beginning and end of term
- To work in accordance with all the fire regulations and ensuring that fire exits are kept clear at all times.
- Ensuring that a high standard of customer care is maintained at all times
- To display a courteous and pleasant attitude towards parents, pupils and staff
- Ensuring good punctuality at all times
- To ensure a high standard of personal cleanliness and personal appearance to comply with statutory regulations
- To receive training and attend training courses as is necessary to maintain standards in the establishment
- Report all mechanical and / or fixture and fitting defects to the Line Manager
- Report pest sightings and any indication of infestation
- To undertake all other additional duties as may be deemed appropriate by your line manager

## Irregular tasks

- To assist, occasionally, outside your normal working hours. This would be arranged only by mutual agreement between the Line Manager and the member of staff
- To report any customer complaints
- To report immediately any incidents of accident, fire, theft, loss, damage or other irregularities and take action as may be appropriate or possible
- To attend meetings as may be necessary
- To suggest any improvements which could be made to enhance the household provision

## **Person Specification**

### Essential

- To live out the values of Clayesmore
- Ability to work under pressure
- Good organisational skills
- Excellent timekeeping
- Work well in a team
- Well presented
- Hard working
- Possess a good sense of humour
- Possess a good ethic towards customer care

### **Contractual Information**

- This is term time only (38 weeks per annum), part time role
- The hours will be worked over 5 days, Monday to Friday. In addition to the core hours, all staff are required to work on Open day (usually 2 hours, 3 times per year) and to be part of a Saturday rota team.
- Benefits include a free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme

(Job Holder)	(Head of HR)
Date:	Date:

Date reviewed: October 2022

Reviewed by: Household Manager / Head of HR

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.