

## Mount St Mary's College / Barlborough Hall School

### Job Description

<b>Job Title:</b>	Domestic Assistant
<b>Salary:</b>	£8.00 per hour
<b>Department:</b>	Housekeeping and Residential
<b>Location:</b>	Mount St Mary's College and Barlborough Hall School sites
<b>Hours of Work:</b>	All year round 52 weeks – part time hours available Overtime maybe needed from time to time which includes working during the days, evenings and weekends
<b>Responsible to:</b>	Housekeeping & Residential Manager

### Job Purpose

You will work as part of a team of operational domestic staff providing a full cleaning and domestic service to the School and their premises, creating and maintaining a purposeful, orderly, hygienic and productive working environment. Under the instruction/guidance of senior staff you will provide a clean and hygienic school environment which meets specified cleaning standards. You will also when required assist in the catering department to provide high quality food preparation and catering service in a clean and hygienic kitchen environment, which meets specified catering and cleaning standards.

Laundry and housekeeping duties below are only undertaken at the Mount St Mary's College/ Barlborough Hall School sites.

### Main duties and responsibilities

#### Security

- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Lock/unlock designated cleaning areas.
- Clean equipment after use.
- Undertake special intensive cleaning programmes during school closure and, or, other designated periods during the year in compliance with the specification for the premises.

#### Cleaning/Housekeeping/Laundry

- Take responsibility for cleaning internal woodwork and sanitary areas throughout all the buildings within the School.

- Clean equipment after use.
- Undertake special intensive cleaning programmes during school closure and or other designated periods during the year in compliance with the specification for the premises.
- Perform basic housekeeping duties: such as making and changing of beds, refreshing bedrooms, for our residential pupils and external customers
- Clean all surfaces, fixtures and fittings including: floors, walls, partitions

## Waste

- Follow procedure to collect and dispose of rubbish including:-
- Empty, clean and maintain office and classroom waste bins within the offices throughout the trust.
- Operate manual and mechanical cleaning equipment such as mops, floor cleaning machines and or laundry equipment.
- You will complete routine cleaning, housekeeping and laundry duties including pressing laundry, vacuuming, mopping, and cleaning windows.
- Assist with the general tidying of both schools, leisure centre, boarding houses and some residential staff flats.
- When required, help out in the school tuck or stationary shops.
- Assist with the monitoring and management of stock and supplies within the Housekeeping department.
- Take responsibility for completing quality and safety checks to identify any faulty or broken equipment.
- Be responsible for identifying, reporting and making safe other damage to equipment, premises or grounds and or faults.
- Demonstrate the safe and effective use of specialist equipment and or cleaning materials.
- If requested undertake emergency cleaning duties.
- Following appropriate training you will assist with the maintenance, repairs, modifications and quality checks of the swimming pool and other specialist sports equipment in the gym.

## Training & development of self and others

- As a professional set personal targets and take responsibility for own continuous professional development.
- Ability to identify own training and development needs and co-operate with means to address these.
- Keeping up to date with the requirements of the role, willingness to gain knowledge of health and safety procedures and precautions, COSHH regulations, health and hygiene procedures.
- Ensuring attendance at appropriate training meetings, etc. and keeping up to date with the latest procedures, regulations and awareness of relevant legislation for a particular subject/technical area.

## All School staff are expected to:

- a. Work towards and support the School's vision and the current objectives
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity

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- d. Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process
- h. Undertake other reasonable duties commensurate within the grade as required from time to time

***Mount St Mary's College College/Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

## **PERSON SPECIFICATION**

The post holder must:

- Be able to work as part of a team
- Be able to work unsupervised in a busy environment
- Have a flexible attitude to work
- Be honest and reliable
- Be trustworthy and respectful
- Maintain excellent time-keeping and attendance
- Be professional at all times
- Build and maintain good relationships with all team members
- Be committed to undertaking relevant training and development

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

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