



## JOB DESCRIPTION: DOMESTIC CLEANER

**Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).**

<b>Scope &amp; General Purpose:</b>	To perform general cleaning duties ( <i>e.g.</i> cleaning, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the fixtures and fittings, pot washing, and to perform other such duties as may be reasonably requested by the Bursar).
<b>Responsible to:</b>	Domestic Team Supervisor.
<b>Hours of work:</b>	15hrs to 25hrs per week Monday to Friday available, worked 5hrs per day, 12.15pm until 5.15pm, 3 to 5 days a week term time (33 weeks a year), plus an additional 6 weeks approx. worked during the School holidays to do a deep clean (earlier hours worked alongside the Domestics team, worked between 6.15am and 1pm)  School Term time and at such further times and for such periods as are necessary for the proper performance of your duties.
<b>Annual Leave:</b>	5.6 weeks per annum, including statutory public holidays for England and Wales.
<b>Pension:</b>	Auto-enrolment by the School in the <i>School Pension Scheme</i> as appropriate.
<b>Commencement Date:</b>	ASAP
<b>Notice Period:</b>	One calendar month

### Overview

The successful candidate will work within a Domestic team of 9 staff and report to the Domestic Team Supervisor. The aim of this team and indeed of all support staff is to work collaboratively to meet the needs of teaching staff and pupils ensuring the better performance of the School.

The successful candidate will be able to contribute to the environment of high standards, good manners, and excellent service at which the School aims.

## Key Tasks

To perform general cleaning duties (*e.g.* cleaning, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the fixtures and fittings, pot washing, and to perform other such duties as may be reasonably requested by the Bursar). To relieve and assist other members of domestic staff in certain circumstances. To attend meetings and training courses as requested.

## Knowledge, Skills and Experience Required

### *Essential*

- Extremely high level of cleanliness, and a desire to see the highest standards attained.
- Self-motivated with the ability to work under own initiative.
- Physical capability to meet the demands of the role, which will include manual work.
- Positive approach to learning in the role and identifying your own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.
- A pro-active and flexible approach to role. Hours can occasionally vary depending on the School Calendar, requiring attendance at occasional School events at weekends (*e.g.* annual Speech Day).
- Good time-keeping.
- Enthusiasm, energy and commitment.
- Sense of a humour and a team player.

### *Desirable*

- Experience of cleaning duties while working within a commercial/business setting.

## Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.