



# Bloxham School

## JOB DESCRIPTION AND PERSON SPECIFICATION

### *DOMESTIC ASSISTANT*

<b>Department:</b>	Operations and Logistics
<b>Reports to:</b>	Domestic Site Manager
<b>Responsible to:</b>	Bursar
<b>Line Management responsibility:</b>	No

### JOB DESCRIPTION

#### **Summary of the Role:**

Undertake, individually or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition in accordance with the high standards set by Bloxham School whilst ensuring a safe, comfortable environment at all times.

#### **Departmental Overview:**

The Operations and Logistics Department at Bloxham School is dedicated to ensuring the smooth and efficient functioning of the school's daily operations. This department includes the management of sites, transportation, and domestic staff, all working together to provide essential support services. Our purpose is to coordinate and oversee logistical aspects such as facility maintenance, transportation services, and housekeeping, ensuring that the school environment is safe, clean, and conducive to learning. By streamlining operations and providing reliable support, the department enables students, staff, and faculty to focus on their educational and extracurricular pursuits, enhancing the overall school experience.

#### **Main Duties and Responsibilities:**

- Clean; kitchens, floors, worktops, white goods and bins inside and out. Classroom and bedroom furniture.
- Empty / clean bins and carry rubbish to main bin areas.
- Hoover bedrooms, corridors, shared common rooms.
- High and low-level dusting & internal glass cleaning.
- Remove marks from walls.

- Tidy cables and controls for all TV's, DVD's and entertainment machines general tidying.
- Deep clean at the end or start of each term

*Additional Duties:*

- Other work will be allocated as directed by the Operations & Logistics Manager, Domestic Managers and Supervisors.
- House matrons may direct you to a particular area of work in the case of an emergency or priority. Should this affect your other duties you must inform your supervisor and they will liaise directly with the matrons.
- Out of school term time you will be required to maintain cleaning standards for External Lets who hire the school facilities and support staff who remain on site.

*Cleaning Area's*

- Clean a wide variety of areas and items which may include corridors, classrooms, changing rooms, halls, social areas, sports facilities, boarding houses, kitchens, study bedrooms, dormitories, bathrooms and toilets, staff accommodation, medical facilities.

*Equipment*

- Use powered cleaning equipment such as Vacuum cleaners, buffers, carpet shampooers and non-powered cleaning equipment.

*Location*

- Allocated cleaning area however could be asked to move from one area in the school to another at any time to help cover sickness or staff shortage or preparation for a school event.

**Other Duties and Responsibilities:**

- To wear uniform and PPE as required.
- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.

- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

### **CHILD PROTECTION**

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

### **CONFIDENTIALITY AND DATA PROTECTION**

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

### **CYBERSECURITY**

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE Level or Equivalent</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using cleaning equipment and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Be able to use own initiative</li> <li>• Ability to multi-task and prioritise, planning own workload to fit around the needs of the House/floor</li> </ul>	
<b>Personal Qualities, Attitude and Behaviours</b>	<ul style="list-style-type: none"> <li>• Have a warm and sympathetic personality</li> <li>• Have a 'can-do', proactive attitude</li> </ul>	

	<ul style="list-style-type: none"><li>• A good team player but to also be able to work on your own.</li><li>• Be willing to attend training courses, as appropriate</li></ul>	
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