**JOB DESCRIPTION**

**Position Title: Domestic Assistant**

**Overall Scope of the Post:**

Situated on the border of Nottingham and Derbyshire in Long Eaton, Trent College and its Junior School and Nursery, The Elms, are co-educational independent schools, educating pupils from 6 weeks to 18 years old. Founded in 1868, the school combines the traditional with the modern, with the main building sitting at the heart of a striking 45-acre campus, complemented by modern facilities and creative spaces.

**Core Objectives for the Role:**

* To support the department’s management team in ensuring the facilities at Trent are kept to the best standard.
* To carry out cleaning tasks as directed and in support of other team members’ activities in delivery of services to the required standard.

**Key Responsibilities:**

* To follow the instructions and advice of the management team in delivery of the services.
* To provide efficient and effective cleaning support, ensuring that thesecurity and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards, in a timely fashion, by using the correct methods.
* The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified are adhered to.
* To carry out ad hoc cleaning duties as necessary or as requested by your line manager. Daily cleans of the buildings including, but not limited to:
* Emptying waste bins or similar receptacles, transporting waste material to designated collection points
* Sweep /Damp mop resilient floor surfaces
* Vacuuming of carpeted areas· Daily ‘Spot’ clean carpeted floor areas to remove spillages and bonnet buff carpets as required
* Spray burnishes resilient floor surfaces· Dust, damp wipe, wash furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments
* Clean toilets, urinals, hand basins, kitchen sinks and drinking fountains· Undertake wall washing and cleaning of window blinds, and inside window pane cleaning.
* Carry out any other reasonable function to the job

**Staff**

* To support all team members in carrying out daily tasks.
* To work at all times with consideration for the safety and wellbeing of colleagues.
* Attend and practice all training provided.
* To report any breaches of expected staff conduct to the Director of Operations or Services Manager.

**General**

* To communicate effectively with both students, visitors and colleagues at all levels of seniority and to liaise as required with other internal departments.
* To show good interpersonal and customer facing skills, be able to empathise, maintain professionalism, display patience and politeness within a sometimes pressurised environment.
* To show a conscientious, flexible, ‘can-do’ working style.
* Be confident to deal with difficult situations and know when it is appropriate to seek guidance from line managers.
* To show good team working skills and to have the ability to work under minimal supervision.
* To have a good level of physical fitness and the ability to undertake manual work.
* To practice confidentiality and discretion and to have an awareness of the Date Protection Act.

**Line Management**

* The Domestic Assistant reports directly to the Services Manager. The Services Manager will allocate their duties and be responsible for their supervision, quality of work, safety, motivation, discipline and training.

**Working Hours/Shift Pattern**

* The post holder works: 0600 to 0900 Monday to Friday term time only
* Saturdays on a 1 in 4 rolling rota 0700 – 1000
* (paid meal breaks depended on hours worked)

**Holiday Entitlement**

4 weeks to be taken during School holidays.

**Uniforms**

Uniforms will be provided.