



## **JOB DESCRIPTION For TRENT COLLEGE LIMITED**

### **1. Date Produced/Reviewed/By**

3<sup>rd</sup> March 2022 (Director of Operations & Head of Facilities (Domestic Services))

### **2. Position Title**

Domestic Cleaning Assistant

### **3. Overall scope of the post**

Founded in 1866 Trent College is a leading co-educational school which occupies a prominent site of approximately 42 acres on the edge of Nottingham. As well as a senior school on site there is a junior school, The Elms, which shares the schools' facilities and operational services. At present there are approximately 1250 pupils on the campus from the age of 6 weeks to 18 years, 150 of whom are Boarders. Under the director of the Head of Facilities (Domestic Services) the team of Domestic Assistants are responsible for the daily and regular upkeep and presentation of all school facilities.

### **4. Responsibilities, tasks, and duties**

#### **General Approach & Domestic Services**

Working as a member of the Domestic Services team, the Domestic Assistant will carry out a full range of daily and periodic cleaning and hygiene tasks to the highest of standards. Cleaning all parts of the school site including boarding houses. At the end of each Half Term and Terms a deep clean takes place. The full range of domestic tasks that will be undertaken including Vacuuming, Mopping, toilets and washroom areas, doors, and windows etc. It is stressed that this is a fully manual cleaning role and a willingness to work in all areas and environments is essential. At times, assistance with laundry and soft fittings tasks will be required, including washing, ironing, and the making and stripping of beds.

The Domestic Assistant will be responsible for the reporting of maintenance and repair issues within the areas where they work. Waste must be bagged as instructed daily and placed in the correct area ready for collection.

It is essential that the Domestic Assistant recognises that this is a customer service focused role. Customers are identified as pupils, parents, staff, commercial lettings clients and all those who visit the school. A flexible, positive, can-do attitude and approach will be demonstrated at all times, as is a willingness to undertake any other reasonable task or duty requested. The ability to work both alone and in a team is essential alongside managing time effectively.

#### **Compliance**

The Domestic Assistant will maintain a clear understanding of relevant compliance and regulatory matters, adhere to school and legal requirements regarding health, safety, fire and accident reporting.

#### **Administration**

The Domestic Assistant will undertake personal administration duties relating to their employment and to ensure the clarity of tasks which are completed. Such tasks will include the reading of communications, information and instructions, the completion of training, completion of appraisal and development documentation and the accurate completion of records relating to work schedules, holidays, wages, and absences.

## **5. General Health and Safety**

As required by the Health and Safety at Work Act 1974, Trent College is committed to ensuring the health and safety of all who learn, work, live and visit the school. All safety instruction must be obeyed and required training undertaken. All accidents and near misses must be reported and recorded within a standard Trent College accident book, which is available in all areas. Should medical assistance be required on site, please contact the medical centre directly on extension 6999 or find your nearest first aider. If deemed necessary, please do not hesitate to dial (9) 999. The Domestic Assistant will be provided with a uniform which must be worn at all times when in the workplace.

## **6. Confidentiality & Data Protection**

The Domestic Assistant is required to always practice strict confidentiality. Current data protection law and guidance must always be adhered to with any issues or concerns being raised directly with either the Director of Operations or Bursar.

## **7. Professional Development**

The Domestic Assistant is required to attend and play a full part in a range of training courses and briefing sessions. Full commitment to the school's appraisal and development processes are also essential.

## **8. Line Management**

The Domestic Assistant reports directly to the Head of Facilities (Domestic Services). The Head of Facilities (Domestic Services) is responsible for the supervision, quality of work, safety, motivation, discipline, and training of the Domestic team. The ability to work either alone, as part of a team and alongside staff at all levels is essential.

## **9. Working Hours / Shift Pattern**

- The post holder works: **0600 - 0900 (15hrs)** Monday to Friday throughout the Trent College term time only (35 weeks). Plus 12 extra shifts for end of term cleans.
- Saturdays on a 1 in 4 rolling rota **0700 - 1000**
- The post holder will also be required to work shifts out of term time in the school holiday to support the schools programme of commercial lettings. A rota will be in place and notice given.

## **10. Holiday Entitlement**

Four weeks per calendar year to be taken within Trent College school holidays, plus statutory Bank Holidays.

## **11. Job Specific Requirements**

This is a cleaning / facility presentation and customer service focused role and the ability to get on with a wide range of stakeholders is essential. A strong willingness to play a full part in the life of Trent College, The Elms Junior School, The Elms Nursery, and all commercial operations is essential. A reasonable level of fitness is required due to the nature of the role, along with being reliable, punctual and hardworking.