

<b>Job Title</b>	Domestic Assistant
<b>Reports to</b>	Matron or Head Housekeeper
<b>Hours</b>	This is a term time only position (34 weeks), Variable hours, and as agreed with your Housekeeper, 72 hours of clean-down and clean-up periods at the end of one term and the start of another.
<b>Holidays</b>	Your annual salary will include 5.6 week's paid holiday.
<b>Location</b>	Boarding Houses/ Central cleaning
<b>Benefits</b>	Discounted use of Repton School's Sports Centre
<b>Role Overview</b>	
<p>We are looking for someone who is reliable, takes pride in their work, and has a positive approach to every task. Attitude, values, and mindset are key aspects of this role. We want staff who bring their genuine self to their work, take responsibility for maintaining cleanliness and safety, and contribute to the overall success of Repton School community.</p> <p>It is essential that you have proven experience along with an understanding of general cleaning duties and can demonstrate your knowledge of health &amp; safety issues that are associated with domestic duties. You will be expected to follow routines and attend any necessary training.</p>	
<b>Requirements and skills.</b>	
<ul style="list-style-type: none"> <li>• Minimum of 1 years experience in cleaning is desirable.</li> <li>• Ability to work with little supervision and maintain a high level of performance.</li> <li>• Prioritisation and time management skills.</li> <li>• Working quickly without compromising quality.</li> </ul>	
<b>Role Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Emptying waste bins or similar receptacles; transporting waste material to designated collection points</li> <li>• Vacuum all carpeted areas.</li> <li>• Sweep, mop, and polish floors using the appropriate cleaning supplies.</li> <li>• Dusting, damp-wiping, washing or polishing furniture, ledges, windowsills, and external surfaces of cupboards, radiators, shelves and fittings</li> <li>• Dusting light shades and fittings</li> <li>• Cleaning scuff marks, foot and fingerprints from doors and banisters</li> <li>• Replenishing consumable items (soap, toilet rolls, paper towels etc.)</li> <li>• Cleaning toilets, urinals, hand basins, sinks, baths, showers and drinking fountains</li> <li>• Use all materials and consumables in accordance with COSHH.</li> <li>• Washing walls or cleaning inside windowpanes, using approved stepladders where necessary</li> <li>• Washing-up duties, as required (subject to suitable training being given)</li> <li>• To help prepare the food as directed by the Chef ready for lunch time service.</li> </ul>	

- Maintaining the school standards of hygiene & cleanliness of all cutlery, crockery & glassware, kitchen & cooking utensils.
- Relieving & assisting the catering staff from time to time with duties as requested such as vegetable & salad preparation.
- To ensure adherence to all procedures within the School's Health and Safety manual.
- Assisting in the implantation of the kitchen cleaning schedules to the agreed standards.
- To ensure a clean and hazard free kitchen and follow 'best practice' on all aspects of food storage, preparation and service relating to customer health.
- Reporting immediately any incidents of, accidents, fire, theft, loss damage, unfit food or other irregularities & taking such action as may be appropriate or possible.
- To maintain level 2 food hygiene as a minimum, undertaking refresher training when required.
- All other such duties as the School may reasonably, from time to time, communicate either orally or in writing to you
- Inform the Housekeeper of any damage or faults you may notice within the House

### **Other Important Information**

Your normal hours will include: -

- A regular number of hours per week, at times agreed with your Housekeeper, during term-time.
- Variable hours, as agreed with your Housekeeper, (which total 72), during the clean-down and clean-up periods at the end of one term and the start of another.

#### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

#### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

#### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

#### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at [Safeguarding Children and Child Protection Policy 1-2236.pdf \(reptonpublic.azureedge.net\)](https://reptonpublic.azureedge.net/Safeguarding%20Children%20and%20Child%20Protection%20Policy%201-2236.pdf)