

<b>Job Title</b>	Domestic Cleaning Assistant
<b>Reports to</b>	Domestic Supervisor and Housekeeping Manageress
<b>Hours</b>	This is a term-time only position (34 weeks)  Monday to Friday: 4pm to 8pm Saturdays: 6:30am to 2pm  clean-down and clean-up, to be completed at the start and end of each term across the full academic year.
<b>Holidays</b>	Your annual salary will include 3.6 weeks' paid holiday.
<b>Location</b>	Repton Prep School is based at Foremark Hall
<b>Benefits</b>	Enrolled onto staff benefits program

**Role Overview:**

We are looking for a reliable and hardworking individual to join our school team as a Domestic Cleaning assistant. This role plays a vital part in maintaining a clean, safe, and welcoming environment for pupils, staff, and visitors. The successful candidate will be responsible for ensuring classrooms, corridors, toilets, and communal areas are kept to high standards of cleanliness and hygiene, in line with school and statutory requirements.

**Key aspects of the role include:**

- Daily cleaning of designated areas (classrooms, offices, corridors, toilets, staffrooms).
- Sweeping, mopping, vacuuming, and dusting to maintain a clean environment.
- Emptying bins and safely disposing of waste.
- Restocking hygiene and cleaning supplies where necessary.
- Reporting any maintenance or safety issues to the Facilities Manager or designated staff.
- Adhering to all health, safety, and safeguarding policies and procedures.

This role requires attention to detail, a strong work ethic, and the ability to work independently or as part of a team. Prior cleaning experience is desirable but not essential, as training will be provided.

**Requirements and skills:**

- **Reliability and punctuality** – able to consistently attend shifts on time.
- **Attention to detail** – ensures high standards of cleanliness and hygiene in all areas.
- **Ability to work independently** – manages time effectively and completes tasks without constant supervision.
- **Teamwork skills** – works cooperatively with other cleaning and site staff when needed.
- **Basic understanding of health & safety procedures** – including safe use of cleaning chemicals and equipment (training provided).
- **Physical fitness for the role** – able to lift, bend, and carry out cleaning tasks safely.
- **Good communication skills** – able to report maintenance or safety issues promptly.
- **Trustworthiness and respect for confidentiality** – especially when working in an environment with children.

## Role Responsibilities

- Emptying waste bins or similar receptacles; transporting waste material to designated collection points
- Vacuum all carpeted areas.
- Sweep, mop, and polish floors using the appropriate cleaning supplies.
- Dusting, damp-wiping, washing or polishing furniture, ledges, windowsills, and external surfaces of cupboards, radiators, shelves and fittings
- Dusting light shades and fittings
- Cleaning scuff marks, foot and fingerprints from doors and banisters
- Replenishing consumable items (soap, toilet rolls, paper towels etc.)
- Cleaning toilets, urinals, hand basins, sinks, baths, showers and drinking fountains
- Use all materials and consumables in accordance with COSHH.
- Washing walls or cleaning inside windowpanes, using approved stepladders where necessary
- To ensure adherence to all procedures within the School's Health and Safety manual.
- Report immediately any incidents of, accidents, fire, theft, loss damage or other irregularities & taking such action as may be appropriate or possible.
- All other such duties as the School may reasonably, from time to time, communicate either orally or in writing to you

## Other Important Information

Your normal hours will include: -

- A regular number of hours per week, at times agreed with you during term- time:  
Monday to Friday: 4pm to 8pm  
Saturdays: 6:30am to 2pm
- Variable hours, as agreed with your Housekeeper, 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 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-2535.pdf](#)