



**GORDONSTOUN**

Broader experiences, broader minds.

## **DOMESTIC SERVICES ASSISTANT**

**Reports to:** Domestic Services Supervisor

**Job Purpose:** The Domestic Services department is fundamental to the smooth running of Gordonstoun School. With more than 50 buildings, a dozen of which provide sleeping accommodation, the estate is huge. The team comprises of more than 20 staff and requires a high degree of coordination. A major change programme is underway within the team at Gordonstoun, designed to improve the systems to lead to increased efficiency and ultimately the right person being in the right place at the right time. The team faces increasing regulation and there is a need for us to continually improve and develop our facilities whilst minimising our costs in this area.

**Grade & Working Hours:** 1BN

Monday to Friday 0600 – 1000/1100 and one Saturday in 7 (0800 until 1200 noon)

Monday to Friday 0700 – 1100/1200 and one Saturday in 7 (0800 until 1200 noon)

**Responsibilities of all members of staff:**

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

**Major responsibilities:**

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other reasonable task as required in order to support the school in line with the remit of your role.
- Cleaning the following areas in line with the rota, cleaning schedules and key performance indicators:
  - ✓ Boarding houses
  - ✓ Offices
  - ✓ Classrooms
  - ✓ Sports Centre

- ✓ Other buildings as required in order to support the school in line with the remit of your role
- Carrying out laundry tasks in line with the rota, laundry schedules and key performance indicators.

**PERSON SPECIFICATION:**

Attributes	Essential	Desirable	Assessment method
Education and qualifications	<ul style="list-style-type: none"> <li>No formal qualification required</li> </ul>	<ul style="list-style-type: none"> <li>Driver</li> </ul>	Application form Sight of Qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>An understanding of cleaning and the necessity to follow procedures</li> <li>An understanding of Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>To have worked in a similar role before</li> </ul>	Application form Interview
Skills and experience	<ul style="list-style-type: none"> <li>To be able to surpass the expectations of our customers (students, staff and visitors)</li> <li>Recognise opportunities for improvement in the level of service offered and act on them</li> <li>Provide a professional standard of service</li> </ul>	<ul style="list-style-type: none"> <li>To be able to illustrate how to provide 1<sup>st</sup> class service</li> </ul>	Application form References Interview Task
Personal skills and qualifications	<ul style="list-style-type: none"> <li>A commitment to Gordonstoun's unique educational ethos</li> <li>Flexible, with a can-do attitude</li> <li>Someone who creates a positive and cooperative working environment</li> <li>Being on time</li> <li>Dressed in clean smart uniform</li> <li>Listening to instructions and advice</li> <li>Asking questions if unsure</li> <li>Being polite and respectful to customers and colleagues</li> </ul>		
Child protection	<ul style="list-style-type: none"> <li>Suitable to work with children</li> <li>A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children or young people</li> </ul>	References