



Job Description

Job Title:	Domestic Staff
Employer:	Dollar Academy
Job Summary:	Domestic staff support the Houseparents in providing a clean and comfortable home for pupils away from their own homes.
Key Responsibilities and Duties:	<p>Cleaning of Boarding House</p> <ul style="list-style-type: none">• The vacuuming of rooms and corridors• Emptying all waste bins in line with recycling guidance• Cleaning the glass and mirrors• Clean fridges• Clean cookers and ovens• Washing inside windows, where safe to do so• Sweeping and mopping floor surfaces• Cleaning the bathrooms and toilets• Ensure that rooms are odour free• Report anything in need of repair or replacement to the appropriate person• Keep assigned cleaning area and space clean and tidy at all time• Ensure cleaning materials safely stored <p>Environmental Health, Health & Safety, Care Inspectorate and SSSC</p> <ul style="list-style-type: none">• Ensure Health and Social Care Standards are understood and maintained within the House• Awareness of and adherence to Health and Safety procedures• Understand Fire Safety regulations• Ensure Environmental Health compliance within the House• Contribute to a safe environment for pupils and staff• Advise on maintenance as required <p>Communication</p> <ul style="list-style-type: none">• Effective and consistent communication with relevant personnel throughout the school <p>Community</p> <ul style="list-style-type: none">• Ensure that a warm and positive 'esprit de corps' is fostered within boarding community <p>Miscellaneous</p> <ul style="list-style-type: none">• Participate in training and development as required• Undertake any duties commensurate with grade



Person Specification

Knowledge and Experience:	<ul style="list-style-type: none">• Experience of undertaking general cleaning duties• Able to maintain high standards of cleanliness and hygiene
Skills and Attributes:	<ul style="list-style-type: none">• Able to communicate clearly, understand and follow instructions• Ability to manage time effectively to complete tasks to a high level• Ability to prioritise work• Able to work with minimum supervision• Ability to work both alone and within a team to achieve specified standards• Be flexible to changing demands of the post• Ability to work with discretion and maintain confidentiality on all school matters