JOB DESCRIPTION

Job Title:	Domestic Services Operative	**Department:**	Domestic Services
Hours of Work:	Monday - Friday, 7.5 Hours per day (37.5 hours per week)		
Responsible To:	Domestic Services Manager	**Responsible For:**	N/A

Summary of Role:

The main purpose of the job is to support the Domestic Services Manager to ensure a safe and clean environment at Woldingham School.

Specific Responsibilities:

1. General cleaning and/or dusting of areas as instructed using appropriate cleaning materials
2. Sweeping & mopping of floor surfaces and vacuuming of rooms and corridors
3. Emptying all waste bins as required and cleaning of glass and mirrors
4. Cleaning of all bathrooms and toilets
5. Reporting anything in need of repair or replacement to the Supervisors
6. Keep your allocated cleaning area/space clean & tidy at all times and your cleaning materials safely stored
7. Move furniture as required
8. Change beds and assist in laundry as required
9. Remaining familiar with required care standards regulations governing your job as instructed
10. Being prepared to receive/undertake further training as required by the School
11. To wear uniform and/or protective clothing as issued at all times whilst working and is provided free of charge
12. To pick up ad-hoc duties if and when required

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Some previous cleaning experience • Possess excellent communication skills both written and verbal • Understanding of COSHH regulations • A reasonable level of fitness due to requirement to move furniture. • Able to work some weekends.	• BICSc accredited
Personal Behaviours	
• Able to work alone and part of a team • Be a person of integrity who is able to work flexibly • Ability to work under pressure and meet tight deadlines. • Ability to work as part of a wider team while tasks may be undertaken individually.	
Ethos and Whole School Values	
• Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.	
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	
Leadership and Management	
• N/A	

Terms and Benefits

- **Start Date:** As soon as possible
- **Working hours**: Monday - Friday, 7.5 Hours per day (37.5 hours per week)
- **Salary**. £13.18 per hour
- **Pension.** You will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.