



Bramfield House School

Job Description

Job Title: Domestic Assistant/Housekeeper Ibstock House

Accountable to: Domestic Lead

Review and Amendments: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher, Estate Manager, and the position holder.

Purpose of Post: To support the cleaning and management of the food service at the school.

To provide domestic support during breakfast and lunch periods.

General Responsibilities

The post holder will:

1. Offer a positive 'can do' attitude, be able to work on your own initiative (unsupervised), as well as part of a Team to maintain a high standard of cleanliness required throughout the school.
2. Be able to use domestic and professional cleaning equipment; powered floor polisher, vacuum cleaners etc.
3. Cleaning of rooms as needed; toilets, showers, stairways, lobbies, windows, paintwork, corridors, outside steps and remove all litter and waste to outside bins.
4. Provide for breakfast and lunch service for staff and boys. (Food is prepared remotely on site).
4. Be responsible at all times for your own and others Health and Safety.

Other duties and responsibilities

The job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Confidentiality

It is expected that all Bramfield House School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.