

## **JOB DESCRIPTION**

### **SCHOOL DOMESTIC ASSISTANT**

**Job Purpose:** To undertake the cleaning of any designated areas to the highest possible standard, as directed within the school, reporting to the School Administrator.

#### **MAIN DUTIES AND RESPONSIBILITIES**

1. To carry out all cleaning to the required standard of cleanliness as specified by the school, therefore meeting high standards of hygiene.
2. To ensure that any tools or light equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
3. To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
4. To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
5. To use, where appropriate, powered equipment in undertaking cleaning duties.
6. To carry out all work in line with Health and Safety regulations and risk assessments.
7. To notify the Administrator/Headteacher of any mechanical failure of equipment or equipment unsafe for use. To inform the Site Manager of additional supplies or cleaning materials required.
8. To report any graffiti or hazards to the Site Manager.
9. To place all rubbish from bins in sacks and take to the designated area.
10. To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings and inner glass.
11. To cover for absent colleagues and undertake any other reasonable cleaning or allied task as requested.
12. To read, understand and adhere to the school's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents.

Glebedale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure Barring Service check.

## Person Specification

Essential	Desirable
Honest and Reliable	Knowledge of Health & Safety matters related to school premises and hazardous materials
Experience of cleaning large areas	Training on cleaning machinery
Good communication skills	
Excellent time management and punctuality	