**GENERAL INFORMATION**

**The School**

Earlscliffe was founded as an independent, day and boarding, sixth form college in 2012 and is part of Sussex Summer Schools Ltd, an educational company founded in 2002. Earlscliffe has been an educational centre in Folkestone since c.1923.

Earlscliffe is fully co-educational, educating boys and girls from 15-19yrs. The majority of students live in our four residences. There are currently approximately 80 students from 26 nationalities in the school. There are approximately 20 teaching staff (p/t and f/t) and about 50 employees in total. In the Easter and summer vacation periods we operate holiday courses.

More details about the School can be found on [www.earlscliffe.co.uk](http://www.earlscliffe.co.uk)

**Domestic Assistant – Job Description**

**Responsible to**: Helen Simmonds, Bursar although the direct Line Manager is the Karen Taylor, Head of Domestic Services

Holidays to be taken in time when school is closed (3 weeks in August, 3 weeks at Christmas and 1 week at Easter time)

Our team of Domestic Assistants as a whole are responsible for maintaining high standards of cleanliness throughout the school and residential houses. Each domestic assistant will be responsible for a house/area and will be expected to clean to the frequency and standard set out. At the direction of the Head of Domestic Services, Bursar or Facilities Manager, cleaning staff will clean other areas as required.

**Main Duties - Daily**

Communal Toilets – clean toilet/sink, vacuum and mop floors

Dining Room – vacuum and mop after breakfast and vacuum/mop after lunch

Bedrooms – to be done on rota basis

* Clean bathrooms: sinks, taps, showers, cabinets, tiles, mirrors, wipe paintwork, refill toilet paper etc
* Empty bins
* Vacuum and mop floors
* Dust all areas
* Laundry

Hallways – to be done daily

* Vacuum and mop
* Dust off pictures on wall and skirting boards/windowsills

Common Room – dust, clean and vacuum and mop floors

Hallways and walkways on group floors – dust clean and vacuum and mop floors

Classrooms – dust, clean and vacuum everywhere including on top of pictures, window ledges, skirting and pipes. Wipe down furniture and chairs as well as doors/doorframes

Offices – dust and clean desks/telephones/cupboards etc as well as vacuum

Empty bins daily from offices and classrooms

Kitchens – clean, tidy, vacuum and mop daily

**N.B** this job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list.

**PERSON SPECIFICATION**

**Skills/Abilities/Knowledge**

* Ability to carry out general cleaning duties as detailed in the Job Description.
* Is punctual and reliable.
* 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.
* Take pride in a job well done.
* Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery.
* Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
* Ability to demonstrate an understanding of why Customer Care is important in employment and service delivery.
* Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
* To undertake any training relevant to your role.
* Must be in good health.

**Qualifications/Experience**

* + Able to communicate clearly, understand and follow instructions.
	+ Experience of undertaking general cleaning duties.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times.  If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School’s Designated Safeguarding Lead.

**OUTLINE TERMS AND CONDITIONS**

**Working Hours, Holidays, Salary and Other Matters**

Normal hours of work are as necessitated by the needs of the business as per the rota. These hours will be your normal hours of work unless otherwise agreed between you and the Company.

Statutory holiday entitlement including bank holidays per annum is paid as an addition to the hourly rate of pay. Holidays to be taken in time when school is closed (3 weeks in August, 3 weeks at Christmas and 1 week at Easter time)

After 3 months of service, the School auto enrols employees in a pension plan – it is possible to opt out. The School is keen to help develop the skills of its staff and looks to provide appropriate training as necessary.

**Safer Recruitment**

Earlscliffe is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Interviews will be conducted in person, and they will explore candidates’ suitability to work with children.

**APPLICATION PROCESS**

Applications must be made using the School’s Application Form which has been sent with the Job Description (can be requested from Helen Simmonds: helensimmonds@earlscliffe.co.uk