



A Career at St Edmund's College	
Domestic Assistant / Cleaner (Part-time)	
Job Description	
Reporting to:	Domestic Services Manager
Probationary period:	6 months
Hours:	Monday to Friday, Monday to Friday, 5.30am to 10.00am (with some flexibility) with the option of the following: During term-time and College holidays. During Term-time only During Term-time plus additional weeks
Summary of the role:	This position is for a part-time Domestic Assistant, working inside and outside of term times. A certain amount of flexibility is required; given the nature of St Edmund's College. You will provide a service to the students, and staff as well as organisations that use the premises. Therefore, each individual is expected to be part of a team.
Main duties and responsibilities:	• Daily cleaning, including of priority areas, such as washrooms/shower rooms/toilets, urinals, wash hand basins and all surfaces in the vicinity; • Daily restocking, as needed, with, for example, soap and toilet tissue; • Daily removal of rubbish; • Daily cleaning of any kitchen area that falls within your designated area; • Daily cleaning of classrooms, which may include specialist classrooms, such as laboratories/HE/Art/Ceramics/DT; • Daily inspection for damage in your designated area and giving notification of such to your line manager at the earliest opportunity; • Routine cleaning of all pupil and designated staff accommodation within your area, ensuring that all areas are checked and cleaned daily, and rooms are fully cleaned at least twice a week, including staircases, corridors and common rooms; Bed-linen change in line with the process; • Responding to periodic reasonable requests from your line manager such as cleaning outside of your designated areas and covering for absentees as required; • Carrying out deep-cleaning tasks as required by the College and in particular during student holiday times; • Following specific written and verbal instructions with regard to use of cleaning materials in line with COSHH regulations; • Undertaking any reasonable requests, tasks or duties which are required, including working some evenings and weekends; other duties of an appropriate level and nature as and when requested. • To work safely and operate within health & safety regulations at all times whilst complying with manual handling guidance. • To provide cover for areas other than your own, upon request.

Safeguarding Responsibilities:	- Whilst not in a teaching role, as a Domestic Assistant, you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children's barred list information) will be required in advance of appointment. - Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org
The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.	