



Felsted

FELSTED SCHOOL JOB DESCRIPTION Domestic Assistant

The Role

Accountable to: Domestic Services Team Leader through to the Domestic Services Manager

To assist the Domestic Services team with ensuring all areas of the School are kept clean, tidy and maintained to a high standard. To carry out any tasks within the job holders skill and ability.

Role Responsibilities

- To work as part of a team in an allocated area of the School to ensure it is kept clean, tidy and maintained to a high standard. Areas include, but not limited to:
 - Boarding Houses (bathrooms, vacuuming, bed making, laundering clothes etc)
 - Classrooms (emptying bins, vacuuming, dusting and cleaning desks etc)
 - Public spaces (stairways, school rooms corridors, glass, bathrooms, toilets, urinals etc)
 - Staff areas (emptying bins, vacuuming, dusting and cleaning desks etc)
- To assist on occasions in other areas of the School
- Any other reasonable ad-hoc duties as requested.

Skills, Knowledge and Experience

Essential:

1. Trustworthy and confidential nature
2. Positive attitude towards work
3. Be flexible and adaptable to situations as they arise
4. Working on own initiative
5. Ability to work independently and contribute well within a team.
6. Understand and committed to the Safeguarding of Children
7. Promote positive working relationships

Desirable

8. Previous experience within a Domestic Assistant role.

Reward and Recognition

- Annual leave allowance of 20 days each year plus public holidays
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free uniform
- Free hot drinks provided (tea, coffee)
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent
- All-year Round (52 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Monday to Friday from 9:00am to 1:00pm (20 hours per week)
- Starting salary of £9,266.40

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____