

NEWBATTLE ABBEY COLLEGE

Post: Domestic Assistant

Responsible to: Domestic Team Leader

JOB DESCRIPTION

Purpose of Job

To undertake a range of domestic duties throughout the College Campus and contribute to a high quality and responsive service.

Major Tasks/Job Activities

1. Undertake all domestic duties as directed by the Domestic Team Leader.
2. Participate in maintaining physical security of College buildings and contents
3. Inform the Domestic Team Leader of any faults or malfunctions in any equipment or machinery.
4. Undertake any other duties that the Domestic Team Leader considers necessary to ensure the delivery of a high quality responsive service.

Knowledge, Skills and Experience needed for Job

- No formal qualifications are required
- Good knowledge and practical experience of cleaning services desirable
- A high level of adaptability to be able to cover unsociable hours including weekends, split shifts, early mornings and evenings
- Awareness of health and safety requirements
- Communicate in a polite and tactful manner with College staff, students and members of the public

Supervision Received

- The post holder will be responsible to the Domestic Team Leader
- The College staff development and review scheme will provide the framework for support, supervision and annual review.

Key Contacts and Relationships

- Senior Management & staff in College
- Conference & Training delegates
- Students
- Visitors and other customers

Person Spec

Knowledge Skills and Experience.

- Good knowledge and practical experience of cleaning services desirable
- A high level of adaptability to be able to cover unsociable hours including weekends, early mornings and evenings
- Awareness of health and safety requirements
- Communicate in a polite and tactful manner with College staff, students and members of the public

Key Competencies

Concern for standards. Reliability. Flexibility. Be positive, adaptable, friendly, diplomatic and proactive in activities. Have a 'can do' attitude. Be enthusiastic and focused on providing a good customer service and be a good team player.

Health & Safety

The post holder has a duty of care for their own health and safety and that of others who may be affected by their actions.

CONDITIONS OF SERVICE

Post Title: Domestic/Housekeeping Assistant

Location: Newbattle Abbey College

Terms of Appointment: Parttime, permanent - Flexible between 15 - 25 hours per week.

A high level of adaptability required to be able to cover unsociable hours including weekends.

Remuneration: £13 per hour

Pension Scheme: Lothian Pension Fund Scheme

Reporting to: Domestic Team Leader

Holidays: 45 days per year (including 10 public holidays)

Closing date: open

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