

Parkwood Hall Co-operative Academy Job Description – Domestic Assistant

Name:

Responsible to : General Supervisor

Responsible for : N/A

Key Tasks: To ensure that areas on the Co-operative Academy site, as directed, are cleaned in accordance with the basic requirements for health and hygiene.

MISSION STATEMENT

' Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside Parkwood Hall.'

SPECIFIC RESPONSIBILITIES

To maintain the cleaning requirements of areas of the Co-operative Academy site as directed by the Cleaning Supervisor.

It is expected that the area allocated will include cleaning all internal glass, paintwork and brass etc. Carpet areas to be vacuumed, all other flooring to be washed. Areas of heavy soiling to be reported to the Cleaning Supervisor for action.

Bathroom and Toilet areas to be cleaned and disinfected daily.

To ensure at all times that health and hygiene standards are met.

To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.

GENERAL RESPONSIBILITIES

Ensure an awareness of Health and Safety Regulations.

This position is part of the Co-operative Academy domestic team which maintains all buildings on site, and as such any member of that team may be asked to assist in other related areas when needed eg staff absence, in order to maintain health and hygiene standards.

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the Co-operative Academy's image.

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To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

SignedPostholder

SignedPrincipal

Date