

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

CONDITIONS OF SERVICE

Post Title:	Domestic Assistant
Location:	Newbattle Abbey College
Term of Appointment:	Part-time, permanent - 25 or 20 hours per week
Remuneration:	£9.71 per hour
Pension Scheme:	Lothian Pension Fund Scheme
Reporting to:	
Holidays:	45 days per year pro rata (including 10 public holidays)
Closing date:	15 October 2021

Person Specification

Education and Qualifications	
No formal qualification is necessary	Desirable <ul style="list-style-type: none">• Good knowledge of practice experience of cleaning services
Experience and Knowledge	
Essential <ul style="list-style-type: none">•	Desirable <ul style="list-style-type: none">• Knowledge of health & safety
Skills and Ability	
Essential <ul style="list-style-type: none">• Good customer services skills• Excellent communication skills• Ability to work within a small team	Desirable <ul style="list-style-type: none">• Ability to deal with the public• Flexible approach to work

