

**Post:** Housekeeping Assistant - Permanent

**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.

### **Main Duties and Responsibilities**

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

### **Key Contacts and Relationships**

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

## **CONDITIONS OF SERVICE**

<b>Post Title:</b>	Housekeeping Assistant
<b>Location:</b>	Newbattle Abbey College
<b>Term of Appointment:</b>	Permanent position
<b>Remuneration:</b>	£10.26 per hour
<b>Hours to worked:</b>	20 hours per week
<b>Pension Scheme:</b>	Lothian Pension Fund Scheme (Employer Contribution - 18.9%)
<b>Reporting to:</b>	Domestic Team Leader
<b>Holidays:</b>	45 days pro rata (including 10 public holidays)
<b>Closing date:</b>	Monday 25 July at 5pm

**Person Specification**  
**Knowledge, Skills and Experience needed for Job**

<b>Education and Qualifications</b>	
Essential <ul style="list-style-type: none"> <li>• No formal qualifications are required</li> </ul>	Desirable <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience and Knowledge</b>	
Essential <ul style="list-style-type: none"> <li>• Experience of dealing with the public</li> </ul>	Desirable <ul style="list-style-type: none"> <li>• Good knowledge and practical experience of cleaning services</li> <li>• Awareness of health &amp; safety requirements</li> </ul>
<b>Skills and Ability</b>	
Essential <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to get on well with staff, students and members of the public</li> <li>• Ability to be adaptable</li> </ul>	Desirable <ul style="list-style-type: none"> <li>•</li> </ul>