**JOB DESCRIPTION**

**Post Title:** Household Assistant

**Department:** Household

**Responsible to:** Household Manager

**Location:** Worksop College

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to, and ensure compliance with, the Company’s Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in either School she/he must report any concerns to the relevant School’s designated persons, Mr Mark Pymm (DSL), Mrs Charlotte Futter, Mr Ian Parkin or Mrs Emma Scoular (DDSLs) at Worksop College and Mr Dan Simpson and Mrs Helen Clark at Ranby House Preparatory School, Ranby House; or in their absence, go straight to the respective School Headmaster.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the School. Duties must be carried out in strict compliance with the School’s policies on Equal Opportunities and Health and Safety.

**Main purpose of the post**

To clean the main and outer buildings of the college, including classrooms, offices, washrooms, stairwells, and corridors to the required standards.

To provide a professional, reliable, friendly, and helpful service to all users of the main and outer buildings.

**Key responsibilities**

* Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
* Remove and dispose of all rubbish from litterbins, etc. removing waste and materials for recycling to designated areas.
* Cleaning of toilets, wash areas and shower areas, ensuring that supplies of toilet paper and hand towels etc are adequately provided.
* Spray cleaning, scrubbing floors and re-sealing with polish.
* To maintain cleanliness, hygiene, health and safety regulations for household staff and self.
* To be aware of Health and Safety issues around the buildings, reporting of problems/incidents to the Household Manager.
* Using powered equipment, where necessary, (scrubbing machines, wet pick-up machines, carpet cleaners and vacuum cleaners) and materials provided safely and in accordance with safe practices and procedures.
* Cleaning of working surfaces and other furniture as directed.
* Cleaning up after flood and /or any other emergency cleaning.
* To support your colleagues and work as part of a friendly helpful team.
* During the school holidays, support the Enterprise Manager in ensuring all accommodation, main and outer buildings of the college, including classrooms, offices, washrooms, stairwells, and corridors are maintained to the required standard.

**Other Matters**

You will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high standards of business practice.  This job description therefore may be altered from time to time to meet the changing needs of the School.

**Health and Safety**

The School is committed to ensuring the Health and Safety of all who learn, work, live and visit the School. You must take reasonable care for your own health and safety and that of other persons who may be affected by your activities. All safety instructions must be obeyed, and the required training undertaken. All accidents and near misses must be reported and recorded within the Accident Book available on both sites.

**Safeguarding & Child Protection**

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

**Disclosures**

We will appoint, train, develop and promote based on merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record, which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

**Equal Opportunities**

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.