

## JOB DESCRIPTION – 2019

<b>Job Title:</b>	Summer Lettings Assistant
<b>Reports to:</b>	Domestic Manager
<b>Department:</b>	Commercial support staff
<b>Hours per week:</b>	Varied but the ideal candidate will be asked to work 5 days of the week. The shift patterns available are: <b>Monday – Saturday:</b> 9am – 12pm and/or 4pm-8pm <b>Sunday:</b> 9am – 5pm NB alternative shift timings may be required

### Key Working Relationships

The role involves contact with all members of the school community and visiting groups working within all departments of the school.

### Job Summary

The position is primarily cleaning central school areas such as offices and classrooms as well as in our boarding accommodation. This is a key role in the running of the school lettings and requires the person to be flexible and hands on at all times.

The shift pattern is in place to ensure that all requirements from the school can be undertaken.

The school lettings is a very busy operation throughout the holidays and will require you to work shifts, also covering weekends and bank holidays. The hours are flexible and the shift patterns are subject to change.

### Duties and Responsibilities

The position of the Summer Lettings Assistant requires you to adhere to the cleaning routines and expectations, daily/weekly and monthly; or otherwise stated by the Commercial Manager. Guidelines for cleaning are indicated below:

#### Service Description

#### Frequency/Level

##### Offices:

• Waste removal	• Daily
• Spot vacuum carpets	• Daily
• Full vacuum carpets	• Weekly
• Sweep hard floors	• Daily
• Spot mop hard floors	• Daily
• Full mop hard floors	• Weekly
• Spray clean	• Monthly
• Spot wipe fixtures and fittings	• Daily
• Damp wipe / polish fixtures and fittings	• Weekly
• Dust low level areas	• Fortnightly
• Dust high level areas	• Monthly
• Spot clean walls and doors	• Monthly

##### Bathrooms/Changing rooms:

• Removal of waste	• Daily
• Sweep and mop floors	• Daily
• Spot clean walls and doors	• Weekly
• Wash toilets	• Daily
• Wash sinks	• Daily

- Wash showers
- Damp wipe mirrors
- Damp wipe dispensers
- Check and replenish consumables
- Mirrors
- Windows

- Daily
- Daily
- Daily
- Daily
- Daily
- Weekly

**Corridors:**

- Sweep/vacuum
- Mirrors
- Glass
- Spot clean walls/doors/carpets
- Dust low/high level areas
- Complete clean walls/doors and carpets

- Daily
- Daily
- Daily
- Weekly
- Weekly
- Monthly

**Classrooms:**

- Removal of waste
- Sweep
- Full mop
- Full vacuum
- Dust High/low level areas
- Spot clean walls and doors
- Clean walls/skirting/doors

- Daily
- Daily
- Daily
- Daily
- Weekly
- Weekly
- Fortnightly

**Bedsits:**

- Waste removal
- Vacuum carpets
- Wet wipe and polish desks
- Windows
- Tidy/make bed within reason
- Wipe doors and door handles
- Low level dusting
- Wipe doors and door handles
- Mirrors
- Walls/skirting/radiators spot clean
- Spot clean carpets
- High dusting
- Walls/skirting/radiators complete clean

- Daily
- Daily
- Weekly
- Weekly
- Daily
- Daily
- Daily
- Daily
- Daily
- Weekly
- Weekly
- Fortnightly
- Monthly

**Sports Halls / Gyms:**

- Removal of waste
- Special floor coverings
- Fully vacuum or sweep hard floors
- Spray clean hard floors
- Spot wipe fixtures and fittings (apparatus, mats, equipment)
- Damp wipe fixtures and fittings (apparatus and equipment)

- Daily
- Manufacturers instructions
- Daily
- Daily
- Daily
- Weekly

**Kitchens:**

- Remove all waste

- Daily

- Sweep floor
- Full mop
- Disinfect surfaces
- Dust low level areas
- Dust high level areas
- Spot clean walls and doors
- Clean sink

- Daily
- Daily
- Daily
- Daily
- Fortnightly
- Twice weekly
- Daily

This is by no means a comprehensive list of duties. The nature of the role needs people to be flexible and proactive in their daily duties responding to any areas which may require extra attention.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

#### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

#### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

#### **Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.