



Job Description

Job Title: Domestic Assistant (Boarding House)

Responsible to: Cleaning Supervisor

Job Summary: To support the Housemaster/Housemistress and Matron in the delivery of the House domestic husbandry

Duties and Responsibilities:

- a. Code of Conduct
 - (1) Maintaining good time keeping hours, including relief times for breaks as dictated by employment contract
 - (2) Referring any personnel issues relating to the working environment initially to the Cleaning Supervisor
 - (3) Ensuring that issued attire is worn and kept in a clean and presentable standard
 - (4) Complying with College Health & Safety Policy.
- b. Cleanliness
 - (1) Ensuring a high standard of cleanliness and keeping all areas of responsibility neat and tidy in line with the College's Cleaning Standards as tasked by the Cleaning Supervisor
 - (2) Complying with College Personal Protective Clothing/Equipment Policy
 - (3) Complying with the safe use of chemicals policy and COSHH requirements, this includes the use of warning signs (i.e. wet floor etc).
- c. Fire & Evacuation
 - (1) Being aware of fire evacuation muster area locations and use of primary firefighting appliances (if trained)
 - (2) Report either out of date, discharged or damaged Fire Extinguishers to the Cleaning Supervisor or Matron.
- d. First Aid
 - (1) Being aware of location of first aid boxes and reporting procedures.
- e. Security
 - (1) Maintaining a vigilant approach to potential breaches of security such as unlocked buildings, insecure equipment, open doors and windows and intruders on site
 - (2) Ensuring that keys when not in use are returned to the secure location in which they are kept
 - (3) Reporting any suspicious circumstances to the Cleaning Supervisor or Matron.
- f. Safeguarding Duties
 - (1) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

- (2) 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 the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- (3) The post holder will be engaging in regulated activity.

Perform other such duties within the scope of this position, as may be determined by the Cleaning Supervisor or Matron.

Terms and Conditions:

Salary: £8.94 per hour.

Hours of Work: 8.00am to 1.00pm, Monday to Friday, all year round.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: Four weeks paid annual leave plus Bank Holidays pro rata.

There is a non-contractual paid break over the Christmas period which is at the discretion of the Chief Operating Officer dependent on when Christmas and New Year falls where there is no requirement to work.

Other benefits include:

- Life Insurance
- Employee Assistance Program
- Free use of College sports facilities
- Annual pay review

Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity 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.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application process:

To apply, please follow the link below to complete the mandatory application form:

www.cognitofoms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the 'Apply Now' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01323 452239.

The closing date for applications is noon on **Friday 8 October 2021**.

Please note –this role may be removed from listings before the closing date if we are successful in finding an appointment.