

Rikkyo School in England

**DOMESTIC ASSISTANT**

Job Description

Rikkyo School in England is an independent boarding school for Japanese boys and girls aged 10 to 18.The School campus is in a rural location with extensive grounds about 30miles south of London on the border of Surrey and Sussex.

In this role you will be part of the cleaning/ laundry team and will report to the Cleaning Supervisor.

**SPECIFIC DUTIES:**

* To clean dormitories, shower rooms and associated areas as instructed by the Domestic Supervisor. This may vary according to student numbers and accommodation requirements.
* To use any cleaning chemicals safely and ensure that they remain in locked cupboards when not in use.
* Bed making every two weeks (working within a team)
* To report any Health and Safety issues immediately to your supervisor.
* To clean staff accommodation on handover of properties, normally during holidays, on your part-time days (if required).
* To provide cover for any staff absences as instructed by the Domestic Supervisor.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headmaster/Deputy Bursar to carry out additional duties, within the context of the job, which are deemed beneficial to the running of the school.

**Salary**

Weekday £8.55 per hour plus holiday pay

Weekend £9.73 per hour plus holiday pay

**Hours of work**

Monday to Friday 0900 – 1300 (Term Time 37 weeks)

Extra hours are available during the holidays, but these must be agreed by the Deputy Bursar.

**Holidays**

As holidays are to be taken during the school breaks, a payment is included in the salary for 5.6 weeks holiday.

**Post-holders Responsibility**

All staff has the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School’s Child Protection Policy. If you become aware of any actual or potential risks to the safety or welfare of students in the school, you must report any concerns to the School’s Designated Safeguarding Lead (Child Protection Officer).

**References/Police Checks**

The successful applicant will be subject to a criminal record check from the Disclosure and Barring Service. This will include details of any cautions, reprimands or final warnings, further details are available on request. This post is also subject to receipt of two satisfactory references.