JOB DESCRIPTION

Facilities Domestic Assistant
Location: Brantridge
Hours: 2:45 pm – 6:00pm, Monday – Thursday, 1:45pm – 5:00pm, Friday
Contract Type: Term-time
Scale / Salary: Surrey & Sussex (SAS) payscale, R1, Scale points 1 – 6, £23,746 - £25,312. Pro rata £9,178.40 - £9,783.69

Job Purpose:

To ensure that the school site is maintained in a clean, safe, and hygienic condition to support a healthy and welcoming learning environment for students, staff, and visitors.

Functional links:

The Facilities Domestic Assistant will liaise with the Academy Facilities Manager, SLT, OHCAT Shared services teams, school staff, pupils, professionals, volunteers and visitors to maintain the high standards of the School.

Key Responsibilities:

- Clean and maintain classrooms, therapy rooms, sensory rooms, offices, corridors, toilets, staff areas, and other areas as required to a high standard.
- Sweep, vacuum, mop, polish floors and disinfect all designated areas.
- Empty bins, replace liners and dispose of waste in line with health and safety regulations.
- Wipe down desks, surfaces, windowsills, and touchpoints (e.g., door handles, light switches).
- Clean internal windows, door apertures and glass surfaces.
- Clean specialist equipment and furniture as directed and as per manufacturer instructions.
- Refill soap dispensers, toilet rolls, and paper towels in washrooms.
- Use cleaning equipment and chemicals safely and effectively.
- Ensure all cleaning materials are stored securely and correctly.
- Follow safeguarding, infection control, and confidentiality procedures at all times.
- Assist with deep cleaning tasks during school holidays or as directed.
- Notify the Academy Facilities Manager of any hazards, damage, health & safety issues or maintenance needs.
- Assist with school functions.

Health & Safety:

Perform duties in line with health and safety regulations and take action where hazards are identified. Report serious hazards to line manager immediately.

Assess the risks involved in cleaning duties around the school and take reasonable precautions for your own work in line with HASAWA Duty of Care.

Ensure all cleaning schedules are current and regular audits are carried out with the Academy Facilities Manager.

Conduct Health & Safety Risk Assessment and ensure records are maintained for inspection.

Other:

Undertake any relevant training as required and participate in staff development initiative to improve knowledge and working practices.

Keep aware of company policies and procedures.

To work as a member of the staff team to contribute positively to effective working relationships within the school.

Conduct any other duties commensurate with the post as required.

Person Specification	
Criteria	**Essential = E** **Desirable = D**
Knowledge and Experience	
• Experience of working within a school environment • Previous cleaning experience • Ability to work independently and follow instructions. • Reliable, punctual, and trustworthy. • Understanding of health and safety and hygiene procedures. • Ability to maintain confidentiality and work in a school environment where children are present. • Basic knowledge of COSHH (Control of Substances Hazardous to Health) regulations.	D E E E E E D
Skills and Abilities	
• Able to work amongst young people with behavioural, emotional & social difficulties • Commitment to the ethos of the school • Ability to work under pressure and meet deadlines. • Ability to work collaboratively & co-operatively in a multi-professional team • Ability to liaise with visitors, contractors & others in a diplomatic manner • Basic computer skills	E E E E E E