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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Domestic Staff

**Department:** Hospitality Division

**Hours:** 25 hours per week full year. Weekend and evening working may be required when business needs demand.

**Responsible to:** Hospitality Manager

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 5 point 18 £13,546.00 per annum (pro rata to £20,319.00 per annum for a full time equivalent post)

**Date of Issue:** May, 2023

**Organisation Chart:**

Executive Director of Skills & Business Development

Domestic Staff

Hospitality Manager

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1. **Aims and Purpose of the Post**
   1. The routine and special cleaning of residential, teaching, specialist facilities and common areas of the College as required.
2. **Specific Responsibilities**
   1. To clean specialist facilities, offices, mobiles, classrooms, bedrooms, conference and common areas on a routine basis in any part of the College as may be required. Collect and remove rubbish from these areas, tidy furniture and clean windows as required.
   2. To undertake special cleaning as required and to carry out that cleaning to a high standard.
   3. To observe correct working practices and to operate to the highest standards of hygiene and Health and Safety.
   4. To work in a discreet and quiet manner being aware of the need for confidentiality and privacy in offices and other areas as required.
   5. To keep all equipment in a clean and tidy manner and ensure equipment areas are secure. Report any defects of difficulties to the Hotel Services Assistant Manager.
   6. To check towels and refill any toilet roles and soap dispensers.
   7. To cover the sickness and holidays of other members of staff as required.
   8. To assist in the maintenance and sustainable development of resources and commercial activities.
   9. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   10. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   11. To manage student conduct in accordance with College policies.
   12. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   13. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   14. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   15. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc. bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

Cycle to Work Scheme (subject to conditions)

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee): ……………………………… Date: ………………………………

|  |  |
| --- | --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** | |
| **Person Specification; Domestic Staff** | |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) |  | X |
| Commitment to and evidence of CPD | X |  |
| Qualification relevant to the role |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Ability to follow oral and written instructions | X |  |
| Outstanding customer service skills | X |  |
| Experience of working in an educational setting |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Able to work effectively individually and within a team | X |  |
| Excellent communication and interpersonal skills | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Able to maintain confidentiality | X |  |
| Able to understand and carry out instructions | X |  |
| In good health and physically fit | X |  |
| Committed to high standards | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.