

## The Education People

### JOB TITLE: DOMESTIC ASSISTANT

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**Service:** The Education People – Outdoor Learning  
**Grade:** TEP3  
**Reporting to:** Catering/Domestic Manager

#### **Purpose of Role:**

Undertake general tidying, cleaning and laundry duties in a timely manner and maintain high standards. Ensuring the Centre is cleaned to a high standard, as directed by the Catering/Domestic Manager.

**Please note:** This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Annex A: Main duties and responsibilities:**

- Ensure high standards of cleanliness and hygiene.
- Operate a variety of household appliances and equipment in accordance with the operator's manual and line manager's instructions, in order to provide an effective service.
- Provide a daily cleaning service for all rooms including toilets, classrooms etc, in accordance with cleaning rota to expected high standards.
- Be aware of customers' needs, and perform duties whilst maintaining customer dignity, discretion and respect.
- Attend training courses as required, including COSSH, Manual Handling, Health & Hygiene, First Aid.

**General:**

- Comply with Health and Safety, Fire Regulations and all TEP Policies.
- Undertake other relevant duties as directed by your line manager.

## Annex B: Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Full training provided.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Basic awareness of hygiene and domestic cleaning.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good people skills.</li> <li>• Able to work alone or within a team.</li> <li>• Able to deal with everyday problems and identify which problems should be referred to line manager.</li> <li>• Good communication skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of customer care.</li> <li>• Awareness of confidentiality issues.</li> <li>• Understanding of Health and Safety and Fire risks in a working environment.</li> </ul>
<b>BEHAVIOURS</b>	<p>Demonstrate a personal commitment to:</p> <ul style="list-style-type: none"> <li>• Promotion of diversity and equality through learning/development opportunities.</li> <li>• Can do approach.</li> <li>• Self-confidence.</li> <li>• Respect for others.</li> </ul>

## Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.