

**Domestic Operative**

**Job Description**

## Main Purpose of Job

To assist in the provision of a quality service to all staff, learners and visitors.

**Main Duties and Responsibilities**

The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements:

* To be part of a team of Domestic staff providing day to day operational support across the college.
* To report any issues or problems in carrying out duties or any suggestions for improvement to line manager or supervisor.
* To carry out a specified body of work as directed by line manager or supervisor.
* To undertake staff development and attend staff meetings as required and requested.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post
* To ensure a clean and hygienic environment for specified area of the college.
* To adhere to safe working practices including the use of equipment, machinery and materials and wearing of protective clothing.
* To monitor and replenish toilet and washroom consumables/toiletries as required.
* To assist in the arrangements for conferences and functions as required.
* To undertake and assist with the movement of furniture and equipment as required.
* To assist with general estates functions
* It is envisaged that the initial specific focus and current priorities for post-holder will be on the following areas, although this will be reviewed on a regular basis and through the Professional Management Review process.



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**Personal Specification**

**Qualifications (preferred)**

* Level 2 Qualification
* Evidence of Continuing Professional Development

**Knowledge/Experience**

* Experience of effective team working
* Experience of providing cleaning and hygiene services in a professional environment is preferred
* Experience of working in a college environment is preferred

**Skills/Attributes**

* Effective communicator
* Customer focused
* Flexible approach
* Logical approach to problem solving

**Additional Requirements**

* Willingness to work flexible hours
* Commitment to Equality and Diversity and safeguarding
* Participation may be required outside normal working hours including evening, weekends & holidays

**Post Information**

18 hours per week, permanent

Monday to Thursday - 6.30 am – 8.30 am and 3.30pm-5.00pm

  Friday 6.30am – 8.30am and 11.00 am-1.00pm (hours may vary out of term time)

 Salary - £24,309 pro rata per annum (£12.60 per hour)

 30 days holiday per annum increasing to 35 on length of service