

Job Description

JOB TITLE: Domestic Services Operative

SALARY: **£12,808.11 to £14,235.68** (£23695 to £26336 FTE)

HOURS: 20 hours per week

REPORTS TO : Domestic, Property & Client Services Manager

CAMPUS : BCA

MAIN RESPONSIBILITIES :

- Daily cleaning of offices, classrooms, toilets and other areas of the College.
- Ensuring all equipment and cleaning materials are properly utilised – in accordance with COSHH and Health and Safety.
- Reporting repairs and maintenance to Domestic Services Supervisor.
- Taking part in Staff Training activities to maintain standards.
- Ensuring all tasks are carried out to a satisfactory standard with due regard to health, safety and cleanliness.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

March 2023

PERSON SPECIFICATION
Domestic Services Operative

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
General Education		X	AF/IV
Able to communicate effectively both verbally and in writing where necessary		X	AF/IV
EXPERIENCE			
In general cleaning activities		X	AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
Have a flexible approach and will to use own initiative.	X		AF/IV
Be punctual and reliable	X		AF/IV
Be aware of the importance of confidentiality and safeguarding procedures.	X		AF/IV
Able to move light furniture for cleaning purposes.	X		AF/IV
To be thorough and pay attention to details	X		AF/IV
The ability to organise time and workload.	X		AF/IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation