



GORDONSTOUN

Broader experiences, broader minds

DOMESTIC / LAUNDRY ASSISTANT

Reports to: Senior Domestic Services Supervisor or Domestic Services Supervisor

Job Purpose: The Domestic Services department is fundamental to the smooth running of Gordonstoun School. With more than 50 buildings, a dozen of which provide sleeping accommodation, the estate is huge. The team comprises of more than 20 staff who provide efficient cleaning and laundry to over 600 students and staff.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities

1. Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
2. Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
3. Carry out any other reasonable task as required in order to support the school in line with the remit of your role.
4. **Cleaning the following areas in line with the rota, cleaning schedules and key performance indicators:**
 - a. Boarding houses
 - b. Offices
 - c. Classrooms
 - d. Sports Centre
 - e. Other buildings as required in order to support the school in line with the remit of your role
5. Carrying out laundry tasks in line with the rota, laundry schedules and key performance indicators.
6. Sewing on name labels when required.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment method
Education and qualifications	<ul style="list-style-type: none"> No formal qualification required 	<ul style="list-style-type: none"> Driver 	Application form Sight of Qualifications at interview
Knowledge	<ul style="list-style-type: none"> An understanding of cleaning and the necessity to follow procedures An understanding of Health and Safety 	<ul style="list-style-type: none"> To have worked in a similar role before 	Application form Interview
Skills and experience	<ul style="list-style-type: none"> To be able to surpass the expectations of our customers (students, staff and visitors) Recognise opportunities for improvement in the level of service offered and act on them Provide a professional standard of service 	<ul style="list-style-type: none"> To be able to illustrate how to provide 1st class service 	Application form References Interview Task
Personal skills and qualifications	<ul style="list-style-type: none"> A commitment to Gordonstoun's unique educational ethos Flexible, with a can-do attitude Someone who creates a positive and cooperative working environment Being on time Dressed in clean smart uniform Listening to instructions and advice Asking questions if unsure Being polite and respectful to customers and colleagues 		
Child protection	<ul style="list-style-type: none"> Suitable to work with children A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> Experience of working with children or young people 	References