



GORDONSTOUN

Broader experiences, broader minds

DOMESTIC SERVICES/ 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 and requires a high degree of coordination. A major change programme is underway within the team at Gordonstoun, designed to improve the systems to lead to better efficiency and ultimately the right person being in the right place at the right time. The team faces increasing regulation and there is a need for us to continually improve and develop our facilities whilst minimising our costs in this area.

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
Domestic Services / Laundry Assistant

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

Salary and benefits

- Working 43 Per Year
- (Pro rata) 7 Weeks Holiday entitlement
- Pension (auto enrolment into operations' staff pension scheme if eligible)
- Lunch or supper provided (when the refectory is operating)
- Access to gym and other benefits
- Uniform is provided
- Childcare Vouchers

Further information

- Rota based Saturday
- Start date will be when a satisfactory two references and a clear PVG has been returned
- 6 month probation period

Vacancies available working 35 hours per week Full Time Permanent

The shift times are:

- 0700-1430 for two weeks
- 0900-1630 for two weeks
- 1200-1930 for one week followed by 0800-1200 on Saturday