

## ROLE PROFILE

<b>Job Title:</b>	Domestic Services Team Member
<b>Responsible to:</b>	Health, Safety and Compliance Officer
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£23,904 Pro Rata (£12.39 per hour) £11,761.67 Per Annum Scale 2, Point 16
<b>Hours per week:</b>	20 hours per week within a range between 4.30 pm – 9.30 pm
<b>Weeks per year:</b>	40 weeks (38 weeks plus an additional 2 weeks)
<b>Conditions of Service:</b>	Callywith College Trust
<b>Academic or Support:</b>	Support

<b>Key Purpose of the Role:</b>	To help keep the college clean and tidy by carrying out regular cleaning tasks to a high standard, following a set schedule
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### Primary Tasks:

Clean different areas of the college each day using the right tools and equipment. Tasks include:

- Sweeping and mopping floors
- Dusting and wiping surfaces
- Vacuuming carpets
- Polishing surfaces
- Emptying bins

Make sure cleaning supplies and equipment are stocked and in good condition.

Close internal doors and windows after cleaning.

Follow health and safety rules, including wearing protective gear and using cleaning products safely (COSHH).

Report any problems like broken lights or damaged furniture to your team leader.



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Help with deep cleaning during college holidays.

Move furniture when needed.

Be flexible and ready to adjust your cleaning schedule if asked.



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## COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

### **Probationary Period**

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

### **Performance and Development**

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

### **Equality, Diversity and Inclusion**

Promote and support equality, diversity and inclusion in accordance with college policies and values.

### **Student Experience**

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

### **Organisational Development**

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

### **Health, Safety and Use of Resources**

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

### **Wider College Contribution**

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

### **Safeguarding**

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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## PERSON PROFILE

### Domestic Services Team Member

We're looking for someone who:

- Can work well both in a team and on their own.
- Pays attention to detail and takes pride in doing a good job.
- Is reliable, proactive, and can manage their time well.
- Knows about health and safety rules, including safe lifting and using cleaning products.
- Has experience in cleaning, especially in schools or offices.
- Is flexible and can work different hours during the year.
- Can lift and move light furniture and cleaning tools.
- Knows how to use powered cleaning machines.
- Can adapt to changes in the cleaning schedule.
- Can use basic computer programs like Microsoft Word, Teams, and Outlook.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



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# CALLYWITH VALUES

CHOSEN BY STAFF  
AND STUDENTS, **OUR  
VALUES REPRESENT  
THE VISION, MISSION  
AND CULTURE OF  
CALLYWITH COLLEGE.**

