



Job Description

General Details

Job title:	Domestic Assistant (EST11-20)
Faculty/School/Service:	Estates
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	10, 15 and 20 hours per week
Grade/Salary:	Grade 1, currently £13,353 - £14,061 per annum pro-rata (£6.92 - £7.28 per hour)
Date Prepared:	May 2012

Job Purpose

To provide domestic services to the University's non-residential buildings in accordance with the University Cleaning Specification

Relationships

Reporting to:	Domestic Services Manager via an appropriate Senior Domestic Assistant
Responsible for:	n/a

Main Activities

- a) Undertake individually or as part of a team, the cleaning of designated areas of University either internal or external in accordance to the required standards and specification.
- b) To ensure that the areas are kept in a clean and hygienic condition. This will include washing, sweeping, vacuum cleaning, emptying litter/rubbish bins, polishing, dusting, carpet cleaning, window cleaning and using the necessary powered equipment where appropriate. Designated areas will include toilet and associated facilities.
- c) Replacement of consumable items, e.g. soap, toilet rolls, towels, etc.
- d) Work in compliance with Health and Safety regulations and good working practices. Reporting of repairs required to cleaning equipment and identified faults and/or repairs required in allocated areas. Attending relevant staff development training courses as directed.
- e) Responsibility for allocated keys, and the operation of building security procedures as directed by the Head of Campus and Operational Services or their nominated deputy.
- f) To ensure the security of rooms is maintained during the cleaning process.
- g) To transfer between working areas as instructed by Domestic Services Manager or the Senior Domestic Assistants to cover work for absent colleagues on a temporary basis.

- h) To use good customer care/diversity practices to colleagues, staff, students and visitors to the University.
- i) Any other reasonable duties, as may be required from time to time, by the Head of Campus and Operational Services or their nominated deputy

Special Conditions

Hours of work are either 10 per week, 15 per week or 20 per week (preferences to be discussed at interview). Hours will normally be worked over 5 mornings, Monday - Friday. Due to the demands of the service, flexibility will be essential and occasional weekend working may be required by prior arrangement. Where changes to working patterns occur a maximum period of notice will be provided. This post is a full-year position with a pro-rata entitlement to paid holidays, bank holidays and discretionary days.

Within the context of the main activities, some heavy lifting will be required. Uniform and protective clothing will be provided and must be worn whilst on duty only.

Extra hours may be required from time to time for which appropriate additional payments will be made.

Although primarily based at the Stoke Campus, you may be required to cover at other University campuses from time to time and in such cases as much notice as possible will be given.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on Thursday 24 May 2012.

Interviews will be held on 18/19 June 2012.