

Domestic Assistant (0.29 FTE)
Estates Department

Background Information

The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art, Innovation and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Forres by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher

levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

Estates

The Estates department is responsible for a number of essential services to the School, including managing, maintaining and developing the infrastructure and building fabric. Operation of hard and soft facilities, functions of reception, janitorial and cleaning services, together with Student Residency, all sit within the Estates area.

Alongside this the department oversees the continued redevelopment of the Garnethill campus.

The Role

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| Job Title | Domestic Assistant |
| Location | The post is based on the campus of The Glasgow School of Art - Forres, and the workload will encompass working in any of the various separate buildings currently. |
| Reports to | Domestic Supervisors |
| Responsible to | Facilities Manager |
| Purpose: | Domestic Assistants are responsible for the cleaning of GSA Buildings to agreed standards, by following the correct cleaning methods and procedures as instructed by supervisory staff. |

Key liaisons:

The post holder can seek guidance and professional advice on any matter concerning his/her duties from the Domestic Supervisors, and the Facilities Manager.

- Internal Contacts:
 - Estates Staff including Janitors and maintenance staff.
 - A wide range of staff, students and visitors within the GSA.
- External Contacts:
 - Contractors
 - Suppliers
 - Training specialists

Key Accountabilities:

- To maintain cleanliness standards, as set out by the School;
- To follow a specific work schedule of the areas to be cleaned whilst maintaining due regard to work being carried out within the area;
- The care and use of mechanical equipment e.g., vacuum cleaners, scrubbers, polishers, etc;
- To maintain safe working practice as shown during training;
- To ensure personal use of protective clothing as supplied by the School, at all times e.g., domestic uniform and rubber gloves;
- To dispose of waste in accordance with Local Policies;
- To secure work areas on completion of duties;
- Any other duties reasonably requested by the Supervisor or Management.

Key Challenges:

As a team member, the role holder should play an active part in the continuing improvement and development of services throughout the Glasgow School of Art.

Person Specification:

The post holder will demonstrate:

- An ability to respond flexibly to differing and competing demands;
- An ability to work under pressure;
- An ability to work as part of a team;
- A commitment to Equal Opportunities and diversity.

Qualifications and Experience:

- Experience of cleaning/domestics services duties within a similar team-based environment;
- Knowledge of the requirements of COSHH (Control of Substances hazardous to health) regulations, and Health & Safety requirements pertinent to domestic /cleaning services;
- Familiarity with the standard range of equipment used by a domestic services team (vacuum cleaners, scrubber driers, wet/dry pick-up machines, floor polishers etc.).

Terms and Conditions:

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| Contract | Permanent |
| Probationary Period | It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months. |
| Salary | Grade 1, £15,417 - £16,035 per annum pro-rata |
| Hours | 10 hours per week |
| Holidays | 30 days plus 11 statutory holidays per annum pro rata |
| Pension | Option to join the Local Government Superannuation Scheme |
| Notice Period | 1 month |