

**Domestic Assistant  
Estates  
Permanent**

**The Role**

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| Job Title      | Domestic Assistant  |
| Location       | The post is based on the campus of The Glasgow School of Art, and the workload will encompass working in any of the various separate buildings currently, or in future, occupied by The Glasgow School of Art. Most buildings are within walking distance of the main building (Reid Building). |
| 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 probationary period for this role is 6 months. |
| Salary              | Grade 1 £15,842 - £16,460 per annum, pro rata  |
| Hours               | 16 hours   |
| Holidays            | 30 days plus 11 statutory holidays per annum, pro rata   |
| Pension             | Option to join the Local Government Superannuation Scheme  |
| Notice Period       | 1 month  |

**To find out more information about the Glasgow School of Art, please visit our website;**

<http://www.gsa.ac.uk/>