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| **Job Title** | Boarding House General Assistant |
| **Reports to** | Dame |

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| **Job Purpose** |
| To ensure an excellent level of cleanliness across all areas of the house, and to ensure exceptional front of house service in the pantry/dining room.  |

 **Key Tasks and Responsibilities**

* Assisting in the kitchen and dining area. Ensure that these areas are kept to the standard of cleanliness required by statutory regulations.
* Carry out all cleaning duties in the kitchen, dining room, pantry including washing up.
* Responsible for cleaning boys’ bedrooms, bathrooms, toilets and other areas of the House as required
* Assisting with laundry, e.g sending boys’ items to laundry and checking returned items.
* Light maintenance and odd jobs, e.g sweeping outside areas as required
* Helping at functions and social events to meet the needs of the House.
* Establish good relations with boys from an early stage. Boys should be encouraged to be polite, well-mannered, friendly and well turned out. Encourage boys in all aspects of tidiness.
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:* General cleaning experience.
* Flexible approach.
* To work as part of a close team and unsupervised when necessary.
* Ability to carry out tasks promptly and to a high standard.
* Excellent communication skills with experience of interacting with young people.
* Ability to use own initiative.
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