

Biblins Domestic Assistants x2



Responsible to	Biblins Centre Manager
Responsible for	No direct reports
Salary Band	Lower Admin Z6 scale, £22,208 full time equivalent which is £12.20 per hour increasing to £12.60 from 1st May 2025
Working hours	Only required March - October. Minimum 6hrs per week, increasing to 15hrs during the busy summer months.
Location	Biblins Youth Campsite, The Doward, Whitchurch, Herefordshire, HR9 6DX
Benefits	Woodcraft Folk is a Real Living Wage employer. All work shifts to be agreed a minimum of 4 weeks in advance. Annual leave + Bank Holiday entitlement (pro rata), pension contributions up to 5%, training options, all equipment and materials provided

Job Purpose

To clean and prepare the site, its toilet blocks and facilities for visiting guests, undertaking a range of practical and operational duties maintaining the site to the highest standards of cleanliness, hygiene and safety.

To work collaboratively with other staff and volunteers to provide a professional, inclusive and responsive service, ensuring customer service excellence.

To uphold and promote the values and aims of Woodcraft Folk

Responsibilities

- To undertake general housekeeping duties including cleaning of bathroom and shower blocks, the Burrow and other site facilities. Cleaning activities include mopping, sweeping, emptying bins, cleaning toilets, mirrors, sinks, showers, tables and other surfaces.
- To ensure that site cleaning equipment is maintained (and all faults reported) and that the centre has at all times appropriate cleaning materials and supplies paying due regard for the Health and Safety and Control of Substances Hazardous to Health (COSHH) regulations
- To undertake where appropriate light maintenance duties of the centre and grounds
- To undertake regular and deep cleaning of toilet and shower blocks according to agreed rotas

- To report any improper use or breaches of centre facilities to the Centre Manager
- To unlock and secure buildings, as appropriate, ensuring the security of buildings at all times
- To assist with stock control and maintenance of cleaning equipment and products and to seek to identify and report any faults promptly
- To empty bins and ensure suitable bins are available for use by guests
- To undertake other general duties as may be required from time to time appropriate to the level of responsibility for the post

Person Specification

Essential

- Experience of, or understanding of cleaning and housekeeping, preferably in a similar environment (training can be provided)
- Physical strength and mobility to enable the undertaking of activity involving lifting and carrying, bending and stretching
- Access to a vehicle to enable personal transport to the site
- An ability to work safely including at times on your own and to continually review actions to ensure reduced risk to self and others
- Ability to communicate effectively to staff and visitors
- Willingness and ability to work shift patterns including some weekends and evenings
- Commitment to safeguarding children and young people
- Commitment to the aims & principles of Woodcraft Folk

Desirable

- Experience of working towards excellent customer service standards e.g. best practice in Health & Safety or quality standards
- Experience of working in a customer focused environment
- Experience of cleaning or housekeeping in a similar environment, for example; school, youth centre, residential education centre
- Experience of catering in a similar environment. There may be occasional additional hours available.

Screening Requirements

Basic DBS check

References

Right to Work

This role is exempt from the Rehabilitation of Offenders Act (1974)