

**Job Description**

<b>Job Title:</b>	Domestic Assistant
<b>Hours of Work:</b>	Monday to Friday 6:30pm – 8:30pm (10 hours per week)
<b>Department:</b>	Domestic Services
<b>Accountable to:</b>	Domestic Supervisor
<b>Number of direct reports:</b>	0
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Winchester House School, Brackley
<b>Purpose of the role:</b>	To provide an efficient and effective cleaning service, ensuring that standards, as set by the Domestic Services Supervisor and Director of Operations, are met.

**The Stowe Group**

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

**Vision & Ethos**

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

**Key Tasks:**

- To clean on a daily basis all wet rooms within the school i.e; showers, toilets, kitchens to the standard required.
- To check on a daily basis and replenish if necessary all toilet roll, soap and paper towel dispensers.
- To clean as required public areas to the standard required.
- To sweep/ mop/ vacuum floors and mats on a daily basis as required.
- To remove all rubbish on a daily basis with particular attention to recycling where possible.
- To wipe down furniture, doors, walls, window sills, pipework and skirting as needed.
- Clean insides of windows and window frames as required.
- To report on a daily basis any maintenance requirements to the Domestic Services Supervisor.
- Carry out the tasks associated with cleaning, including (but not limited to) bending, moderate lifting and carrying cleaning equipment such as vacuum cleaners.
- To collect and be responsible for stores of cleaning products for your area and to ensure that they are stored in a safe and appropriate manner.
- During school holiday periods complete a deep clean of all areas including a wash down of all walls, paintwork, scrubbing of floors and cleaning windows where necessary.
- On occasions such as busy periods and staff sickness cover other areas of the school as required.
- To conform to health and safety legislation and COSHH regulations (Control of Substances Hazardous to Health) and to be aware of health and safety infringements, reporting incidents to the Domestic Services Supervisor/ Bursar.
- To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.
- To follow the School's child protection guidelines.
- All such other duties as the school may reasonably from time to time communicate either orally or in writing to you.
- Assist in the production and service of special school functions, as required.
- Attend meetings and training courses as may be required for personal and professional development.
- Undertake such other work as may be requested by the Domestic Services Supervisor up to or at a level consistent with the principal duties and responsibilities of the role.
- Act in a professional manner at all times in accordance with the schools code of conduct outlined in the staff handbook.

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of cleaning chemicals, including their safe use.</li> <li>Knowledge of Health and Safety</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Practical person with the ability to work on your own and as part of a team.</li> <li>Good interpersonal and communication skills</li> <li>Conscientious and enthusiastic about the tasks that make up your role, committing to offering a high standard of service</li> <li>Good time management skills</li> <li>You will have a flexible approach to working overtime when required</li> </ul>	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: April 2024</b>		



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of Domestic Assistant we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5