**Full-Time House Staff**



**A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

**WE ARE CHANGE MAKERS**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

**KEY TASKS/MAIN DUTIES: House Staff**

An opportunity has arisen to join our House Staff Department. The ideal candidate will be flexible, enthusiastic and energetic with the ability to carry out tasks that will be physically demanding as some very heavy lifting is sometimes involved.

 Working in this beautiful environment your duties will include:

* Moving equipment and furniture around site
* Cleaning
* Setting up for events
  + Driving school vehicles (a D1 licence category is highly desirable for driving minibuses)

**Hours of work: Full time**

Week 1 – Monday to Friday 10am – 6pm

Week 2 – Monday, Tuesday, Wednesday, Thursday Day off, Friday 10am to 6pm, Saturday & Sunday 12pm – 3.30pm

An application form and job description can be downloaded from our website: <https://www.stowe.co.uk/careers-at-stowe>

**Closing date**: **26 June 2022**

**Salary: £20,777 per annum**

**How to apply:** An application form and job description may be downloaded from our website [www.stowe.co.uk](http://www.stowe.co.uk/)

**For more details on the role please contact:** [recruitment@stowe.co.uk](mailto:recruitment@stowe.co.uk)

**WHAT DOES THE STOWE GROUP OFFER YOU?**

As part of our Stowe Group family, you can access many benefits to include:

* 25 days annual leave plus 8 bank holidays
* Free meals, refreshments and parking
* Competitive pension scheme
* Discounted School Fees – 50% across all Schools
* Annual Golf Membership for colleague and immediate family
* Use of School facilities – gym/swimming pool for colleague and family
* Death in service benefit
* Wellbeing benefits including free Flu vaccination and eye tests
* 10% discount in the School Shop
* Learning and development opportunities

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly

**Job Description**

**Job Title:** **House Staff (Full Time)**

**Department:** **Operations**

**Accountable to:** **Head of House Staff and Security**

**Responsible for:** **No direct reports**

**Purpose of the job:**

To work within a team providing an efficient service to standards set by the School for cleaning and furniture movement.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens 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.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.  In particular we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations.  We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**Key Responsibilities and Accountabilities**:

* To provide a cleaning service within the classroom; main state rooms and public areas

* To assist in setting up and clearing down functions.

**Key Tasks:**

1. To provide a cleaning service within the classrooms, main state rooms and public areas.

1. To assist in the setting up and clearing down of functions.

1. To follow priorities of workload to ensure that deadlines are met.

1. To ensure that cleaning standards are met as laid down by the Deputy Head of Housestaff.

1. To provide a customer based service that enhances the image of the School, keeping the Head of House and Security apprised of changing events and circumstances within the School, which would affect the function and efficiency of the housestaff.

1. To conform to Health and Safety legislation and to be aware around the school of Health and Safety infringements, reporting incidents to the Deputy Head of Housestaff.

1. To carry out any related duty when requested by the Deputy Head of Housestaff.

1. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

**Hours of work:**

Week 1 – Mon to Fri 10am – 6pm

Week 2 – Mon, Tues, Wed, Thurs Day off, Fri 10am – 6pm – Sat & Sun 12pm – 3.30pm

This job description 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.

Date agreed: November 2021

**Person Specification**

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:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Current driving licence. | * Current first aid certificate |
| **Specialist Skills & Experience** | * A past history of working within a team.      * High standards of cleaning.      * A general knowledge of Health and Safety.      * Ability to follow instructions precisely.      * Excellent customer service skills. | * Experience of working within a School environment      * Knowledge of COSHH/Manual Handling |
| **Personal Qualities** | * An enthusiastic and positive attitude towards work, with a willingness to learn and undertake training.      * Able to work on own initiative or with others on tasks with minimum supervision.      * Integrity. |  |