**Early Morning Housekeepers**

**Part Time - Term-Time**



**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 AND MAIN DUTIES:**

*Are you an early riser looking for a part time role that can fit in around your day?*

We have an exciting opportunity to join our friendly Housekeeping Department. The ideal candidate will be flexible, enthusiastic and energetic, have the skills required to provide high standard of cleaning, with an excellent eye for detail. Full training and induction will be given so you feel supported as you move in to your role.

Working in our academic areas, cleaning classrooms, offices and study rooms your hours & duties will be:

* 16 Hours per week – 06.00am – 09.00am (4 days) and 06.00am – 10.00am (1day)
* Term-time only – 36 weeks per year
* General cleaning, damp dusting, emptying waste & recycling
* Floor cleaning, vacuuming, mopping and machine cleaning
* Cleaning sanitary areas and restocking consumables
* Deep cleaning in non-term time, such as carpet cleaning.

**Salary: £9.65 per hour**

**Closing Date: 30th August 2022**

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

**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: Early morning - Housekeeper**

**Department: Housekeeping**

**Accountable to: Housekeeping Team Leader**

**Responsible for: No direct reports**

**Purpose of the job:**

To provide an efficient and thorough cleaning service to standards set by the Housekeeping Team Leader/Supervisor and undertake other non-cleaning duties in keeping with the role.

**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 900 pupils. There are around 400 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 100,000 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.

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 ensure that cleaning standards are met as agreed with the Housekeeping Team Leader and/or Supervisor
* Notify management of occurring deficiencies or needs for repairs
* Cooperate with the rest of the staff
* Follow all Health & Safety regulations

**Key Tasks:**

* Emptying waste and recycling bins/receptacles, transporting waste material to designated collections points
* Sweeping floors with brushes or dust control mops
* Using electronically powered scrubbing/polishing/vacuuming/shampooing machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
* Damp dusting, damp wiping, wiping furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
* Replenishing consumable supplies (soap, toilet rolls, paper towels) as required
* Cleaning sanitary areas, toilets, urinals, hand basins, sinks, showers and baths
* Using cleaning chemicals as directed by the Team Leader/Supervisor (after receiving proper instruction and training)
* Polishing trophies and brass as required periodically
* Undertake high level dusting or inside window pane cleaning within reach or using telescopic pole systems

**Non-Cleaning Duties:**

* Keep a check on cleaning stock levels and inform the Team Leader when stock levels are low (e.g. chemicals and consumable products.
* Boarding Houses only - Laundry – preparing dirty bedding and laundry in readiness for collection; sorting returned clean laundry into pupil’s pigeon holes
* Boarding Houses only - Turning mattresses periodically as required
* Report maintenance and repairs to the Team Leader
* Attend training and refresher training in accordance with the Schools Keeping Children Safe in Education Policy along with all other training relevant to the post

**Resources:**

* Operate relevant equipment safely
* Maintain tidy and organised work spaces and storage areas
* Check equipment/machinery used and ensure Health & Safety guidelines are adhered to
* Provide support to staff as requested and in accordance with own training/skill parameters

**General:**

* The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation
* To take responsibility for upholding and complying with the School’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

**Hours:**

16 Hours per week – 06.00am – 09.00am (4 days) and 06.00am – 10.00am (1day)

Monday to Friday (Term Time 36 weeks)

**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** | * Not applicable | * NVQ * BICs |
| **Specialist Skills & Experience** | * Physically fit, able to carry out the tasks associated with cleaning, including bending, lifting and carrying equipment, such as vacuum cleaners * Basic knowledge of cleaning chemicals, including their safe use. COSHH | * Previous cleaning experience |
| **Personal Skills** | * Practical * Ability to manage time well * Conscientious * Able to work on own initiative and as part of a team * Willingness to work with cleaning products and chemicals and wear appropriate protective clothing * Committed to customer service * Good interpersonal skills to maintain good working relationships * Awareness of the responsibilities of working in an environment with young people * Able to follow instructions as required | * Customer service experience * Basic Health & Safety * Fire awareness |