**Housekeeper**

**Part 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:**

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 into your role.

Hours: Monday to Friday 9.00am to 12.30pm, with occasional Saturday working. 17.5 hours per week, 52 weeks of the year.

**Salary: £9.65 per hour**

**Closing Date: 28th 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 Title: 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 and/or Housekeeping Manager 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 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 ensure that cleaning standards are met as agreed with the Housekeeping Team Leader and/or Housekeeping Manager
* Notify management of occurring deficiencies or needs for repairs
* Cooperate with the rest of the staff
* Follow all health and safety regulations.

**Key Tasks:**

* Emptying waste bins or similar receptacles, transporting waste material to designated collection points
* Sweeping floors with brushes or dust control mops
* Mopping floors with wet or damp mops
* Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
* Dusting, damp wiping, wiping furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
* Replenishing consumable items (soap, toilet rolls, paper towels) as required
* Cleaning toilets, urinals, hand basins, sinks, showers and baths
* Using cleaning chemicals as directed by the Team Leader (after receiving proper instruction and training)
* Undertake high level dusting or inside window pane cleaning to a height no greater than body height plus an arm’s extension from floor level, during periodic cleaning

**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)
* Laundry
* Turning mattress’s
* 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 and 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.

**Hours:**

Monday – Friday 9.00am – 12.30 pm, 17.5 hours per week, 52 weeks of the year

**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 | * Not applicable |
| **Specialist Skills & Experience** | * Able to physically carry out the tasks associated with cleaning, including bending, moderate lifting and carrying cleaning 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 a high quality of 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 training |