

**Job Description**

**Job Title: Casual Housekeeper**

**Department: Housekeeping**

**Accountable to: Housekeeping Manager but on a day to day basis the 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. The Department provides services to the School 7 days per week.

**The Stowe Group**

The Stowe Group comprises Stowe, Swanbourne House and Winchester House Independent Schools, situated on sites in Buckinghamshire and Northamptonshire. Between the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful landscape gardens at Stowe, where we work with The National Trust to manage the landscape gardens 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.

**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 Responsibilities and Accountabilities**:

* To ensure that cleaning standards are met as agreed with the Housekeeping Team Leader and/or Housekeeping Manager

**Key Tasks:**

1. To ensure the cleaning in allocated areas of responsibility are to an acceptable standard and undertake deep cleaning tasks periodically as required, for example carpet shampooing, scrubbing floors, descaling appliances
2. To ensure cleaning materials are handled correctly in line with COSHH.
3. To conform to all health and safety legislation and COSHH regulations and to be aware of health and safety infringements, reporting incidents to the team leader.
4. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.
5. To undertake non-cleaning duties in keeping with a housekeeper’s role, for example tidying, waste collection, laundry, bed making, replenish supplies.

To follow the School’s child protection guidelines.

1. Report any building defects to the Housekeeping Team Leader, e.g. broken lights, dripping taps etc

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.

Feb 2022

**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
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| **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.
 |  ● Previous cleaning experience. |
|  | * Practical.
* Ability to manage time well.
* Conscientious.
* Able to work on own initiative or 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
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