

**Job Description**

**Job Title: Housestaff (Part-Time**)

**Department: Operations**

**Accountable to: Head of Housestaff 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.

**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 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.
2. To assist in the setting up and clearing down of functions.
3. To follow priorities of workload to ensure that deadlines are met.
4. To ensure that cleaning standards are met as laid down by the Deputy Head of Housestaff.
5. 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 that would affect the function and efficiency of the housestaff.
6. 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.
7. To carry out any related duty when requested by the Deputy Head of Housestaff.
8. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

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: December 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 first aid certificate * Current driving licence |
| **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 |  |