Role Description

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| Job Title | Weekend Domestic |
| Reports to | Head Domestic |

**Job context**

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School’s next chapter, which will arguably be its most exciting and ambitious.

**Job purpose**

To work as a member of a team of Domestic Cleaners to provide a home from home for pupils by cleaning the houses and central buildings to the highest of standards, and serving meals and undertaking laundry.

**Your accountabilities**

Note: this section is a guide to the nature and principal duties of the position as they currently exist and is not intended as a comprehensive list.

* Be courteous to colleagues and pupils and provide a welcoming environment to parents, contractors, conference delegates, and other visitors.
* Work independently in an individual area to complete the daily/weekly tasks assigned by your line manager to a high standard. Individual areas may be changed or assigned on a rotational basis, and you may be required to assist colleagues in another area.
* Keep all areas clean and tidy. This will involve washing, dusting, polishing, vacuum cleaning and sweeping as appropriate.
* Maintain the environment to a good state of comfort and cleanliness e.g., programed deep clean of carpeted and non-carpeted areas, soft furnishings, and bedding; fixtures and fittings; windows and walls; maintain storage areas.
* Make your line manager aware in good time of the need for replacement materials and equipment for the satisfactory performance of duties.
* Comply fully with Health & Safety and Hygiene regulations and Infection Control guidelines, best practice, regulations, and the School Health & Safety Policies and guidance, including:
* Chemical safety (COSHH)
* Comply fully with, ensuring, for example, the wearing of protective clothing as required.
* Comply fully with the School’s policies and procedures.
* Ensure that issued uniform is always worn, and is kept fresh, clean and presentable.
* Attend professional training as required.
* Hand in any lost property promptly.
* Undertake such other duties as may be determined from time to time within the general scope of the post.
* Work in the dining room: clearing breakfast and laying out tables & serving at lunchtimes.
* Serving parents tea and coffees on match days
* Respond to unusual events requiring added cleans and changed bedlinen as required.
* Wash and iron pupils’ clothes and fold bedding and linen.
* Clean domestic kitchenettes including surfaces, large and small equipment, e.g., microwave and other ovens, fridges, and freezers to a high standard. Dispose of refuse.

**Qualifications, skills and experience, personal qualities required**

**Skills and experience**

* Previous cleaning experience.
* Knowledge of cleaning procedures.
* Reasonable numeracy and literacy.
* Ability to organize workload and balance priorities to meet deadlines.
* Excellent attention to detail.
* Sets high standards of work.
* Good timekeeping.
* Knowledge of health & safety requirements. (desirable)
* An understanding of COSHH. (desirable)
* Previous experience of using industrial cleaning equipment. (desirable)

**Personal qualities**

* Friendly and approachable
* Ability to work with others.
* Good communication skills.
* Ability to work with minimum supervision.
* Ability to deal with colleagues, pupils and parents in a pleasant and helpful manner.

**Benefits**

Working hours 11.5 hours per week, 32 weeks per year.

Normal hours are expected to be;

* 1.30pm – 8pm, Saturday
* 3pm – 8pm, Sunday

Salary £4,626.72 per annum.

Probation period Six calendar months.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

**Benefits**

* Free Westfield Healthcare
* Free staff lunches in term-time
* School fee discount for children of Maidlwell staff.
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme.
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer

**Safeguarding**

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s safeguarding (child protection) policy at all times.  If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmaster.

**Note**

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.