

Job Description

Job Title:	Housekeeper – 52 weeks
Hours of Work:	Normally Monday – Friday 9:00am – 3pm, 27.5 hours per week, 52 weeks
Department:	Housekeeping
Job Grade	8
Accountable to:	Housekeeping Manager but on a day-to-day basis the Housekeeping Team leader
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Stowe School
Purpose of the role:	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 of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres 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 and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we

also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

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 wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

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.
- 6 To follow the School's child protection guidelines.
- 7 To report any building defects to the Housekeeping Team Leader, e.g. broken lights, dripping taps etc

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		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Specialist Skills and Experience	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> •
Personal Qualities	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Customer service experience • Basic Health & Safety/fire awareness training
This job description and Person Specification 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: January 2020		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Housekeeper we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5