

Job Title:	Domestic Assistant
Hours of Work:	TBC
Department:	Operations
Job Grade:	8
Accountable to:	Domestic supervisor
Number of direct reports:	0
Budgetary responsibility:	No
Location:	Swanbourne House
Purpose of the role:	To provide an efficient and effective leaning service, ensuring that standards, as set by the Domestic Services Supervisor and Director of Operations, are met.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, 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 Change Makers vision and Change 100 programme.

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 Daily Tasks:

- To clean all rooms within the school including, Classrooms, Staffrooms, halls, showers, toilets, kitchens to the standard required.
- To check daily and replenish as necessary all washroom consumables.
- To clean public areas to the standard required.
- To sweep, mop, vacuum, wet vac all floors and mats as required.
- To remove rubbish daily with particular attention to recycling.
- To wipe down furniture, doors, walls, windowsills, pipework and skirting as needed.
- Clean windows and window frames as required.
- To report any maintenance requirements to the Domestic Supervisor.
- To collect and be responsible for stores of cleaning products and to ensure that they are stored in a safe and appropriate manner.
- During school holiday periods. Complete a deep clean of all areas including a wash down of all walls, paintwork, scrubbing of floors and cleaning windows where necessary.
- On occasions such as busy periods and staff sickness cover other areas of the school as required.
- To conform to health and safety legislation and COSHH regulations
- To be aware of health and safety infringements, reporting incidents to the Domestic Services Supervisor, Operations Manager.
- Comply with statutory Health and Safety and Data Protection Legislation.
- To follow the school's child protection guidelines.
- All such other duties as the school may reasonably from time to time communicate either orally or in writing to you.
- Assist in the production and service of special school functions, as required.
- Attend meetings and training courses as required for personal and professional development.
- Undertake such other work as may be requested by the Domestic Supervisor up to or at a level consistent with the principal duties and responsibilities of the role.
- Attend First Aid Training as required

School Events

- An element of this role will include supporting school events and external evening bookings; this will include teamwork and assisting with cleaning changing rooms, specialist sports-specific cleaning, and ensuring the buildings are secure after use. Full training will be provided.

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"> Not Applicable 	<ul style="list-style-type: none"> COSHH
Specialist Skills and Experience	<ul style="list-style-type: none"> Physically able to carry out the tasks associated with cleaning, including (but not limited to) bending, moderate lifting and carrying cleaning equipment such as vacuum cleaners. Basic knowledge of cleaning chemicals, including their safe use. An awareness of the responsibilities of working in an environment with young people. To act in a professional manner at all times in accordance with the schools code of conduct outlined in the staff handbook. 	<ul style="list-style-type: none"> Previous cleaning experience
Personal Qualities	<ul style="list-style-type: none"> Ability to work on your own and as part of a team. Good interpersonal skills to maintain good working relationships. Conscientious and enthusiastic about the tasks that make up your role. Committed to offering a high standard of service. Ability to manage time well. Willingness to work with cleaning products and chemicals and wear appropriate protective clothing. 	<ul style="list-style-type: none"> Flexible approach to working overtime when required.

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: September 2025

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 Domestic Assistant 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