

## Job Description

<b>Job Title:</b>	Housekeeper (Term Time 39 weeks)
<b>Department:</b>	Housekeeping
<b>Hours:</b>	9.00am – 12.30pm 17.5 hours per week Monday to Friday
<b>Accountable to:</b>	Housekeeping Team Leader
<b>Number of direct reports:</b>	No direct reports
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	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 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:**

- To ensure that cleaning standards are met as agreed with the Housekeeping Team Leader and/or Housekeeping Manager.
- Notify management of occurring deficiencies or needs for repairs.
- Cooperate with the rest of the staff.
- Follow all health and safety regulations.
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Sweeping floors with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training).
- Dusting, damp wiping, wiping furniture, ledges, windowsills and external surfaces of cupboards, radiators, shelves and fitments.
- Replenishing consumable items (soap, toilet rolls, paper towels) as required
- Cleaning toilets, urinals, hand basins, sinks, showers and baths.
- Using cleaning chemicals as directed by the Team Leader (after receiving proper instruction and training).
- Undertake high level dusting or inside windowpane cleaning to a height no greater than body height plus an arm’s extension from floor level, during periodic cleaning.

**Non-Cleaning Duties:**

- Keep a check on cleaning stock levels and inform the Team Leader when stock levels are low (e.g. chemicals and consumable products).
- Laundry.
- Turning mattresses.
- Attend training and refresher training in accordance with the Schools Keeping Children Safe in Education Policy along with all other training relevant to the post.

**Resources:**

- Operate relevant equipment safely.
- Maintain tidy and organised work spaces and storage areas.
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters.

**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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

<p>Specialist Skills and Experience</p>	<ul style="list-style-type: none"> <li>• Able to physically carry out the tasks associated with cleaning, including bending, moderate lifting and carrying cleaning equipment, such as vacuum cleaners.</li> <li>• Basic knowledge of cleaning chemicals, including their safe use. COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> </ul>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Ability to manage time well</li> <li>• Conscientious</li> <li>• Able to work on own initiative or as part of a team</li> <li>• Willingness to work with cleaning products and chemicals and wear appropriate protective clothing.</li> <li>• Committed to a high quality of service</li> <li>• Good interpersonal skills to maintain good working relationships</li> <li>• Awareness of the responsibilities of working in an environment with young people</li> <li>• Able to follow instructions as required</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service experience</li> <li>• Basic Health &amp; Safety/fire awareness training</li> </ul>
<p>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</p>		
<p><b>Date Agreed: May 2024</b></p>		

**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
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

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

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5