



BLOXHAM SCHOOL VACANCY INFORMATION FOR:
DOMESTIC ASSISTANT

Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 500 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.



JOB DESCRIPTION

Bloxham School is looking to appoint A Domestic Assistant to undertake, individually or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition in accordance with the high standards set by Bloxham School whilst ensuring a safe, comfortable environment at all times.

You will be required to clean to the standards set out in the Bloxham School Residential Cleaning Standards Manual and to use equipment and cleaning products as directed.

Cleaning Area's

You will be asked to clean a wide variety of areas and items which may include corridors, classrooms, changing rooms, halls, social areas, sports facilities, boarding houses, kitchens, study bedrooms, dormitories, bathrooms and toilets, staff accommodation, medical facilities.

Equipment

You will be required to use powered cleaning equipment such as Vacuum cleaners, buffers, carpet shampooers and non-powered cleaning equipment.

Location

You will be allocated a cleaning area however you could be asked to move from one area in the school to another at any time to help cover sickness or staff shortage or preparation for a school event.

Duties include (but not limited to):

- Clean; kitchens, floors, worktops, white goods and bins inside and out. Classroom and bedroom furniture.
- Empty / clean bins and carry rubbish to main bin areas.
- Hoover bedrooms, corridors, shared common rooms.
- High and low-level dusting & internal glass cleaning.
- Remove marks from walls
- Tidy cables and controls for all TV's, DVD's and entertainment machines general tidying.
- Deep clean at the end or start of each term

Additional Duties:

- Other work will be allocated as directed by the Operations & Logistics Manager and Supervisors.
- House matrons may direct you to a particular area of work in the case of an emergency or priority. Should this affect your other duties you must inform your supervisor and they will liaise directly with the matrons.
- Out of school term time you will be required to maintain cleaning standards for External Lets who hire the school facilities and support staff who remain on site.

KEY INFORMATION

Start Date: ASAP

Accountable to: Operations & Logistics Manager

Working Hours: We have the below shift times available:

- 6.5 hours a day, 6:00am to 12:30pm Monday to Friday, 52 weeks of the year.

Additional shift times and hours, including weekends, may be offered on occasions to meet business needs.

Salary: Full time equivalent £22,412

BENEFITS

- Enrolment in the School's defined contribution pension scheme
- Free parking on site
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Strong, supportive staff community with a school counsellor available
- Opportunities for continuous professional development
- 25 days paid holiday plus Bank Holidays



PERSON SPECIFICATION

Essential Criteria:

- Have a warm and sympathetic personality
- Have a 'can-do', proactive attitude
- Be able to use own initiative
- A good team player but to also be able to work on your own.
- Be willing to attend training courses, as appropriate
- Ability to multi-task and prioritise, planning own workload to fit around the needs of the House/floor
- To wear uniform and PPE as required

Desirable Criteria:

- Experience of working in a school

HOW TO APPLY

To apply for this role please complete the Bloxham School application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 724379 or at recruitment@bloxhamschool.com.

We look forward to receiving your application.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/ he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's 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, s/he must report any concerns to the School's Designated Safeguarding Lead.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self- declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.