



# **SWANBOURNE HOUSE**

## **DOMESTIC ASSISTANT CANDIDATE PACK**

# “ THANK YOU FOR YOUR INTEREST IN THE ROLE OF DOMESTIC ASSISTANT AT SWANBOURNE HOUSE.



At Swanbourne House our mission is to unlock and develop the confidence and individual talents of each child by providing our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.

In the context of a character and values education we ensure that our day and boarding pupils are well prepared for their next school and adult lives in a fast-moving and challenging globalised world.

Additionally it is our aim to provide our staff with the support which you need so that you can respond enthusiastically to the challenges which being part of a busy school entails.

At Swanbourne House we take a particular pride in our reputation for a broad education and we recognise that this is built very much on the commitment and skills of our staff.

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**Mrs Jane Thorpe**  
**Head at Swanbourne House School.**

## OUR VISION

- > To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- > To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- > To ensure both day and boarding pupils are well prepared, within the context of a character and values education, for their next school and adult lives in a fast-moving and challenging globalised world.



# DISCOVER THE #SWANBOURNESPIRIT

Swanbourne House School is a co-ed prep school for ages 4 to 13 based in the Buckinghamshire countryside, around 20 mins from the thriving new town of Milton Keynes.

Our curriculum provides a broad education with strong academic foundations, allowing pupils with a range of abilities, interests and learning styles to flourish.

It's a progressive approach that ensures children are ready to take on the challenges of the next stage of their education with courage and confidence. In September 2019, we replaced Common Entrance with the Pre-Senior Baccalaureate, an assessment model that seeks fairly and accurately to quantify a pupil's all-round achievements in Year 7 and Year 8. A final summative Baccalaureate Certificate accompanies the transfer to senior schools and offers a 360° assessment of a pupil's progress, knowledge, skills and attitudes.

The breadth and balance within the curriculum entices pupils to engage fully in the range of lessons they have each day. Activity and investigation enable our pupils to be confident in thinking for themselves and to be resilient when problem solving.

An education at Swanbourne House School has a hands-on feel where children increasingly take ownership of, and pride in, their education. We are passionate about developing in the children, genuine awe, wonder and curiosity at the complexities of life and the world about us – past, present and future.

# DOMESTIC ASSISTANT

## THE ROLE

To provide an efficient and effective cleaning service, ensuring that standards, as set by the Domestic Supervisor and Director of Operations, are met.

## KEY TASKS

- To clean on a daily basis all wet rooms within the school i.e; showers, toilets, kitchens to the standard required.
- To check on a daily basis and replenish if necessary all toilet roll, soap and paper towel dispensers.
- To clean as required public areas to the standard required. To sweep/ mop/ vacuum floors and mats on a daily basis as required.
- To remove all rubbish on a daily basis with particular attention to recycling where possible.
- To wipe down furniture, doors, walls, window sills, pipework and skirting as needed.
- Clean insides of windows and window frames as required.
- To report on a daily basis any maintenance requirements to the Domestic Supervisor/ Director of Operations.
- To collect and be responsible for stores of cleaning products for your area 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.

## PERSON PROFILE

- You will be expected to act in a professional manner at all times in accordance with the schools code of conduct outlined in the staff handbook.
- You will be 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.
- You should have a basic knowledge of cleaning chemicals, including their safe use.
- You will be a practical person with the ability to work on your own and as part of a team. Good interpersonal skills are essential to maintain good working relationships.
- You will be conscientious and enthusiastic about the tasks that make up your role, committing to offering a high standard of service.
- You will have the ability to manage time well.
- You will have an awareness of the responsibilities of working in an environment with young people.
- You will have a flexible approach to working overtime When required.

## 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.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement 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, he/she must report any concerns to the Head.

## YOUR APPLICATION

### DATE OF APPOINTMENT

ASAP

### CONTRACT TYPE

25 hours per week, Monday to Friday, 52 weeks per year

### SALARY

£9.50 p/h

### CLOSING DATE

We reserve the right to withdraw the advert before the closing date

### REPORTING TO

Domestic Supervisor

Please submit a cover letter and a completed application form to [personnel@swanbourne.org](mailto:personnel@swanbourne.org)



**FOR ENQUIRIES ON YOUR  
APPLICATION:  
01296 720264  
PERSONNEL@SWANBOURNE.ORG**



**SWANBOURNE HOUSE**

THE *Stowe*  
GROUP