



# OUNDLE

School

## Domestic Operative (DO)

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

Domestic Operatives (DOs) are required to clean all areas of the School including boarding house accommodation, offices, departments, classrooms and some private accommodation in accordance with the Service Level Agreement between the Domestic Services Department and the Boarding & Non Boarding Areas of the School. In addition to cleaning, DOs will be expected to work in the School's laundry, operating the machinery and equipment there.

This role involves a considerable amount of physical effort in that there are frequent periods of standing, walking, climbing stairs, medium lifting of equipment, stretching and occasional heavy lifting. This role involves the carrying and use of equipment on regular basis use as well as some requirement to climb small ladders to clean windows and ledges. DOs are often required to work in warm conditions and use cleaning chemicals.

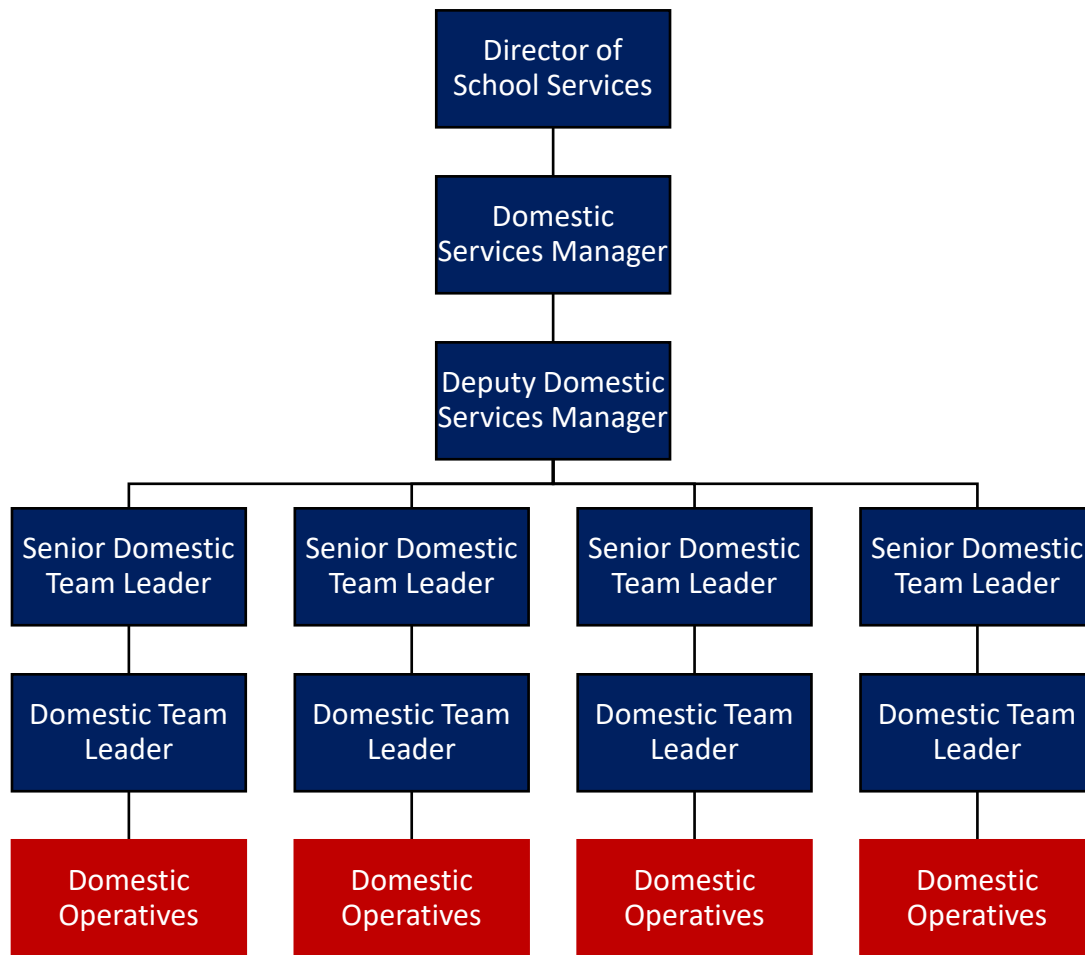
The purpose of the role is to work as member of a team that provides high standards of cleaning and hygiene in designated areas of the School. This includes the School Laundry where the laundering of pupils' clothing and School items is an integral part of the domestic service provision. This domestic service provision covers both Term time and up to 8 weeks of School holiday time when the School's facilities are rented by outside providers for teaching and training purposes.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



## Role details

Working within the Domestic Services team, the role holder will report to the Domestic Team Leader.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

- Clean all areas of the Boarding Houses and School buildings including private accommodation and communal areas in accordance with guidelines, training and standards set by the DTL.
- Use appropriate cleaning chemicals in accordance with COSHH regulations and as directed.
- Store and retrieve cleaning materials in accordance with COSHH regulations.
- To launder items as instructed, and guided by care labels, when working in the School Laundry or in a Boarding House laundry ensuring all items are cleaned effectively.
- To assist with the collection, delivery and storage of laundry throughout the School.
- To take care of equipment ensuring it is in good working order to ensure safety, cleanliness and longevity of equipment and reporting any breakages, accidental damage or the need for replacements/maintenance to the line manager.
- To sew to an acceptable standard – including name tapes, badges, repairs and minor tailoring.
- Respect pupils' privacy and possessions in accordance with School guidelines and Protocols.
- To adhere to procedures and protocols as instructed by the Line Manager, e.g. use of mobile telephones, wearing of appropriate clothing and shoes.

- To follow the Line Managers' guidance procedures at the beginning and end of Term.
- To understand and follow the health and safety guidelines (available from the Line Manager) concerning:
  1. The employee
  2. Other employees
  3. Work Areas
  4. Accident/Injury
  5. Fire evacuation
- Report accidents, emergencies, near misses, own absence, queries or concerns to the Line Manager in accordance with the Staff Handbook and other documentation.
- Undergo training and development in order to be able to carry our tasks to the standards required.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Skills and Experience	Essential	Desirable	Method of assessment
Ability to speak, read, write and understand English to basic standard.	•		Application Form Interview References
Ability to work on own initiative as well as part of a team.	•		
Ability to follow written and spoken instructions and seek help when required.	•		
Ability to lift and move weights of up to 15kg load, unaided, for small furniture, vacuum cleaners, laundry and bedding. Also, higher weight while assisted.	•		
Ability to work in hot and / or dusty atmospheres.	•		
Ability to use a step stool or stepladder.	•		
Experience of working in a domestic capacity.		•	
Sew to a basic standard or a commitment develop the required.		•	
Awareness of health and safety in the workplace, including COSHH and Manual Handling.		•	
Previous laundry experience - domestic and / or industrial.		•	
Personal qualities	Essential	Desirable	Method of assessment
Reliable, personable, hardworking and conscientious.	•		Application Form Interview References
Good timekeeper.	•		
Detail conscious.	•		
Tidy and presentable in appearance.	•		
Flexible – willing to work in the Laundry, any House or Area.	•		
Flexible approach to working patterns.	•		

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

**How to Apply:** Candidates should either complete our application form, found at <https://www.oundleschool.org.uk/vacancies/> and submit via email (preferred) or post to:

E-mail: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk)

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

For more information, please contact the Recruitment team:

Email: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk)

Telephone: 01832 277 193

Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.

## Information for applicants

Start date	As soon as possible, subject to notice period and pre-employment checks (typically 4-6 weeks).
Working arrangements	<p><b><u>17.5 hours per week</u></b> Monday - Friday 9:00am - 12:30pm, <b>41.4 working weeks</b> per annum (40.79 paid weeks). Salary <b>£8,273</b> per annum.</p> <p><b><u>40 hours per week</u></b> 6:30am- 8:30pm, 9:00am - 12:30pm, 1:00pm - 2:30pm Monday-Friday and 07:30am - 12:30pm Saturday, <b>41.4 working weeks</b> per annum (46.4 paid weeks). Salary <b>£21,511</b> per annum.</p> <p><i>(When completing your application, please indicate which role you wish to apply for)</i></p> <p>You will be paid each month through the year.</p>
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. Holidays are not to be taken during Term time or periods when you are required to work your remaining contracted hours. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the swimming pool and Sports Centre.</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School Term time, when on duty</li> </ul> <p><i>Some of the above are non-contractual</i></p>