

Application Pack

for the position of

General Domestic Assistant
(Housekeeping)

To start as soon as possible

About St George's

Confident, Capable, Connected

St George's, Ascot (SGA) is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (full, weekly and flexi) and with a Sixth Form of approximately 80 pupils.

We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision, but most of all they are delighted by the girls who are truly special.

St George's offers an education that is grounded, relevant and fosters employability. Our unique extended day allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world that was not designed for girls and introduces the girls to contemporary subjects and topics, through speakers, workshops, classes and visits.

Graded excellent in the November 2022 ISI Inspection for both quality of the pupils' academic and other achievements and pupils' personal development, the inspectors commented "pupils' positive attitudes towards learning are a striking feature of the school" and "there are many opportunities to develop all-round as a person within the co-curricular programme. As a result, they demonstrate healthy self-knowledge, well developed study skills, first-class social skills and an awareness of the world around them".

The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.



Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts and newly refurbished fitness suite, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive sports pitches and a 25m 6 lane indoor swimming pool.



#SGA Confident
#SGA Capable
#SGA Connected



@stgeorgesascot

Job Description

The role of the General Domestic Assistant (Housekeeping) is to provide efficient and effective cleaning support to the School, ensuring that the general appearance of the buildings and the surrounding areas are maintained in accordance with the required standards.

The General Domestic Assistant (Housekeeping) is required to undertake the following duties, which are not exhaustive and will be the subject of periodic review:

- Emptying of waste bins or similar waste receptacles;
- Transporting of waste materials to designated collection points;
- Sweeping floors with brushes or dust control mops;
- Mopping floors and ensuring that yellow 'Floor Safety Signs' are used to indicate wet floors.
- Vacuuming carpeted areas and 'spot' cleaning carpets.
- Using electrically powered scrubbing/polishing machines to burnish, scrub and spray clean floors.
- Dusting, damp wiping, washing or polishing furniture, ledges, window sills, radiators, shelves, cupboards, fire extinguishers etc;
- Cleaning mirrors, door handles and foot plates;
- Replenishing consumable items such as soap, paper towels, toilets rolls, etc;
- Cleaning toilets and bathrooms;
- Using chemicals supplied as instructed and in accordance with COSHH regulations;
- Reporting to management any repairs or replacements as required;
- Undertaking 'Spring Cleaning' throughout various areas of the school as directed by the Line Manager;
- Assisting with Function activities as directed by the Line Manager;
- Participating in training courses as required by the School;
- Additional Pantry Duties to include cleaning and sanitising of utensils, crockery, pots, pans and all working areas within the pantry, Kitchen and Food Service areas.
- Carrying out other reasonable duties or requests as deemed appropriate by the Domestic Bursar.

Person Specification

The General Domestic Assistant (Housekeeping) must be self-motivated with a good eye to detail; he/she should be capable of working as a team member, taking instruction and direction; be enthusiastic, punctual and reliable.

Salary and Benefits

- a. **Start date:** As soon as possible.
- b. **Normal Hours of Work:** There are two permanent roles available for the following hours of work:
 - 06.30am - 2.30pm Monday to Friday, 40 weeks per year
 - 6.00am - 11.00am Monday to Friday, 40 weeks per year.

The successful applicants will be expected to be flexible in their approach as the working hours may vary slightly due to the School calendar and events. **There will be a requirement to work during the Summer Let which occurs during July and early August;** some additional hours may be available in other School holiday periods.
- c. **Remuneration:** The hourly rate for this role will be £10.94, increasing to £11.44 in April. In addition, the post attracts a full 5.6 weeks of holiday pay. Pay is annualised.
- d. **Probationary and Notice Periods:** The first year of employment will be a probationary period, During this time, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one week, increasing to one month by either side upon successful completion of the probationary period.
- e. **Pension:** The successful candidate(s) will be eligible to be auto-enrolled into the School's Pension Scheme.
- f. **Facilities:** Lunch is provided free of charge during term time. There is free on-site parking.

The Process

Letters of application together with the completed application form and confidential cover sheet should be addressed to Mrs A Craciun (Domestic Bursar) and sent to recruitment@stgeorges-ascot.org.uk.

Applications will NOT be considered without the completion of the School's application form and confidential cover sheet.

Any queries about this post may be made in the first instance to the Resources Officer, Mrs Teresa Barber, on 01344 629 979 or by email to tbarber@stgeorges-ascot.org.uk.

The School reserves the right to interview and/or appoint at any time during the recruitment process.

Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

