Domestic Assistant

Mowden Hall School

RADLEY
SCHOOLS GROUP

From the Head

May I offer an extremely warm welcome from Mowden Hall School. Every child deserves their schooldays to be magical. We want all our children to feel at home here, with time and space to grow and develop, whilst enjoying their childhood in a nurturing, caring and creative environment.

I believe that as a school, we have a responsibility to provide our pupils with as many opportunities as possible - academic, co-curricular and pastoral. Every stage of education is preparation for the next, but it is not enough to simply prepare children for the challenges that lie ahead. We need to inspire our children, to bring curiosity and excitement to every lesson, to every experience.

We are fortunate to have beautiful grounds, excellent facilities and staff who are both dedicated and talented. This collectively ensures Mowden Hall School is a very special place. We all have the same aim, which is to provide educational excellence for the children in our care. This is an extremely happy school, in which relationships are built on kindness and respect.

Our ambitions for our children are wide-ranging, but we know that the most lasting future successes will be based upon developing their confidence, and an open-minded and creative approach to life and learning.

Best wishes,
Phil Sturt

About Mowden Hall School

Text

Mowden Hall is a leading independent, co-educational boarding and day school for 230 children aged 2 to 13, nestled in the picturesque Northumberland countryside, just fifteen miles west of Newcastle. The Nest Nursery (2 year olds), Treetops Nursery (3-4 year olds) and Pre-Prep (Reception - Year 2) are located on the same site and share excellent facilities with the Prep School (Year 3-8), fostering a seamless learning environment. The Prep School embraces a strong boarding ethos, with a significant number of pupils choosing to board.

Set within 50 acres of stunning grounds, with breathtaking views across the Tyne Valley, Mowden offers a rich and holistic educational experience. We believe education extends beyond the classroom, as we encourage the development of skills and interests. While academic excellence is a cornerstone of our ethos, equal importance is placed on sport and a vibrant extracurricular programme to nurture well-rounded individuals.

Pupils from Mowden Hall transition to a diverse range of prestigious senior schools, including Oundle, Eton, Rugby, Sedbergh, Ampleforth, and top Newcastle day schools. In recent years, students have earned scholarships across various disciplines, and since September 2007, every pupil has gained entry to their chosen senior school at 13+.

The school maintains high expectations for all its pupils and takes pride in their achievements. Rated "Excellent" across all areas in the most recent ISI Inspection, Mowden Hall continues to thrive, with enrolment increasing by over 20% in the last four years. A dynamic and stimulating curriculum, delivered by dedicated and passionate staff, ensures that pupils leave Mowden Hall exceptionally well-prepared to continue their education at the country's leading secondary schools.

At Mowden, we believe that good character creates a values-driven culture, which can help to improve attendance, behaviour, wellbeing and attitude to learning. Our six Mowden Character Values are **Kindness**, **Community**, **Resilience**, **Communication**, **Honesty** and **Independent Thinking**.

Mowden Hall is a member of Radley Schools Group, which has eight schools across England and provides exciting opportunities for staff development, financial management, and curriculum innovation.

Independent Thinking | Honesty | Community | Resilience | Kindness | Communication

The Role

An opportunity has arisen whereby we are now looking to appoint a Domestic Assistant to join our hardworking team on a full time contract.

We are looking for a proactive and reliable individual who enjoys working as part of a larger team. No previous experience of working within a school is necessary but you will have a great attitude and a desire to learn.

The role is within the Operations Team, you will be required to carry out domestic duties across the school site, ensuring buildings and facilities are cleaned to a high standard, providing a safe, clean, and welcoming environment for pupils, staff, and visitors.

Contract Type: Full Time

Hours: Monday to Friday - 6.00am until 2.00pm, Term time 33 weeks plus 9 additional weeks outside normal term time.

Roles and Responsibilities

- To be responsible for cleaning certain parts of the school site as allocated
- The safe use of chemicals and cleaning materials as instructed
- Follow Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
- To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
- To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
- To attend departmental staff meetings and other staff meetings as required.
- To undertake INSET courses as necessary for professional development.

Person Specification

Skills and Attributes

- A warm and caring manner alongside efficiency and good standards.
- Ability to work well as part of a team.
- A flexible attitude to work.
- The ability to work in an organised and methodical way.
- Commitment to safeguarding and protecting the welfare of children and young people.
- Awareness of Health and Safety issues and COSHH.
- Able to comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- A positive approach to service delivery.
- Able to meet the physical needs of the role

Qualifications and Experience

- Experience of working as a cleaner
- Good organisational skills
- Willingness to undertake additional training such as Safeguarding, Equality and Diversity & Health and Safety.

Salary and Benefits

You will receive:

- Competitive Salary
- 28 days' holiday (inclusive of bank holidays)
- Company pension scheme with an individual contribution and a company contribution
- Employee Assistance Programme

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Safeguarding

Radley Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with school and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask 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. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

Application Process

Applications should be submitted via the following link Application Form. We reserve the right to interview candidates as applications are received and therefore encourage early applications.

Closing date for applications is 12 noon, Monday 26 October with interviews scheduled to take place shortly after. For an informal chat about the role please email the Head of Operations, Mr Lee Gray - lgray@mowdenhall.org.uk

Selection Process

If shortlisted, you will be invited for an interview. Your interview will involve a brief session to undertake a number of identity checks.

A list of valid identity documents will be sent to you prior to your interview. In the event of not being successful, please be assured that all copies of identification will be destroyed.

After the interview you will be invited to carry out a practical task relating to the role.