



Domestic Assistant

Information for Candidates



[The closing date for applications is 29 August 2025 - 12.00pm](#)

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.





THE SCHOOL

Set in over sixty acres of beautiful Oxfordshire countryside, Chandlings Prep is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, food technology, music and science facilities as well as two school halls. We have new Astroturf, netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children are nurtured and cherished as part of the Chandlings Prep family.

AIMS AND ETHOS

At Chandlings Prep we foster self-belief, promote curiosity and build resilience. Our children are inspired to be resourceful, adaptable and creative, in an environment where we balance opportunity with well-being. They are given the time and space to be children, within a community that celebrates diversity and individuality.

Chandlings Prep is a friendly and vibrant community where children are happy, secure and confident. We have supportive and engaged families, positive relationships and purposeful learning experiences.

Our approach combines a rigorous academic programme with outstanding pastoral care and support. Our children are truly special young people who display confidence, compassion and creativity, coupled with an excellent academic and social grounding.



Chandlings
PREP • OXFORD

WE CREATE THIS ETHOS AND ACHIEVE THESE AIMS BY:

- Providing a warm, happy, family atmosphere
- Ensuring all children are valued and cared for as individuals
- Providing a challenging educational experience through a broad, balanced and enriching curriculum
- Offering high quality teaching that motivates and inspires pupils to be their best and have a lifelong love of learning
- Encouraging children to be curious, creative and independent
- Celebrating success and achievement
- Generating opportunities for leadership
- Sharing a child's education with their parents; encouraging active involvement
- Encouraging and living by the School's values:





CANDIDATE SEARCH

Chandlings Prep School is seeking a Domestic Assistant who is experienced, reliable and conscientious to work in its Operations department. This is a term-time only position (plus 2.4 weeks during the holidays) starting in the Autumn term 2025.

The role would suit someone who is able to present themselves in a positive, professional and welcoming manner.

Please see below for full details.



KEY RESPONSIBILITIES

The Role - Domestic Assistant

The job holder's overall objective is to clean designated areas of the School to the required standard.

Duties and Responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

To clean school areas within a timescale and maintain a specified standard. Areas include, but not limited to:

- Teaching spaces - classrooms, specialist teaching rooms
- Communal areas - Halls, staff room, administration offices
- Bathrooms, toilets and showers
- Public spaces - Entrance hall/staircases
- Pool area and Changing rooms

To carry out cleaning duties:

- On a variety of surfaces
- In a variety of buildings and at different floor levels
- Floors, worktops, shelves and on top of furniture
- Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
- Using a range of non-hazardous cleaning products in accordance with instructions and training

To use specialist cleaning equipment such as carpet cleaners, scrubber dryers as per instructions and after completing training.

- To carry out deep cleaning of allocated areas as required.
- To ensure that stocks of cleaning products are maintained in cleaning cupboards.
- To empty bins and dispose of bin bags in designated areas.

To comply with statutory requirements and school policies by:

- Carrying out duties in accordance with training and instruction received.
- Using the appropriate colour coded mops, buckets and cloths as instructed during training.
- Using only cleaning products and equipment supplied by the School.
- To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work.



To report all maintenance requirements.

To report possible pupil welfare issues to Head of Operations or Designated Safeguarding Lead

To attend and take part in all training and staff meetings.

To be willing to work in all areas of the school to cover for other staff on holiday or sick leave and undertake any other reasonable duties as requested.

The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. (All staff share responsibility for ensuring safe working conditions).

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager.
- To report any health and safety concerns to the line manager as soon as practicable and report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace and read and confirm understanding of the Health and Safety Policy.

PERSONAL SPECIFICATION

Essential

- Able to communicate clearly and follow instructions
- Reliable and punctual
- Prioritise work, complete tasks to a high standard as well as working independently or effectively as a member of a team
- Flexible and able to manage time effectively
- Work Commitment to the protection and safeguarding of children
- Experience of undertaking general cleaning duties

STAFF BENEFITS

EMPLOYEE ASSISTANCE PROGRAMME

Employees have access to the EAP with Health Assured.

EMPLOYEE SAVINGS SCHEME

Employees have access to the VIVUP platform offering a range of shopping discounts.

PENSION

You will automatically be enrolled in the Aptis pension scheme unless you exercise your right to opt out. This offers a minimum 4% and a maximum 8% employee contribution. The employer contribution is double the employee contribution, capped at 16%.(TEACHERS) Nest for everyone else: 3% employee contribution and 4% employer contribution.

LUNCH

Staff receive a free lunch every day and drinks and snacks are available throughout the day in the staffroom.

PARKING

Free onsite parking

EYE CARE VOUCHERS

Eligible employees receive free eye care vouchers and contributions towards a new pair of glasses (Ts & Cs apply).

SICK PAY

Eligible employees are entitled to 6 weeks full sick pay in any academic year subject to the Absence Policy

PATERNITY LEAVE

Eligible employees are entitled to 2 weeks full parental leave pay in any academic year subject to the Absence Policy.





THE APPLICATION PROCESS

If you would like to apply for the position please submit electronically a completed application form and a covering letter addressed to Ms C Cook, the Head, to her PA at cpitt@chandlingspst.org. A CV can be submitted as additional information.

We particularly welcome applicants from Black, Asian and Minority Ethnic groups as well as disabled candidates who are currently underrepresented within the Trust.

All appointments are made in accordance with our [Equality Policy](#) and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Please note, as per the KCSIE 2024 safer recruitment recommendation, references for shortlisted candidates will be requested prior to interview. Should permission be withheld without a valid reason, the invitation to interview will be withdrawn.

Shortlisted candidates will also undergo an online check (including and not limited to social media websites) in accordance with the [KCSIE 2024](#) guidelines paragraph 221 and the Trust's [Safer Recruitment Policy](#)

Safeguarding: All adults working at Chandlings Prep should be aware of and where necessary follow the School's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children's Board (OSCB) practice and procedures - available online at <http://www.oscb.org.uk>

The School's Safeguarding Policy is available [here](#)

Appointment Date: 01 September 2025

Hours: 25 hours per week, Monday to Friday - Term-time (plus 2.4 weeks)

Annual Salary (including holiday pay): £ 13 230.00

Interview Process:

If you are invited to an interview you must bring your Right To Work (RTW) documentation with you to enable our Administration Team to take copies and prepare for any Disclosure and Barring Service checks should you be successful in the interview.

In addition, we require evidence of the following:

- Identity - passport or photocard driving licence
- Address - document from [Group 2b](#) of the DBS List of Valid Identity Documents with current address
- Right to Work in the UK - passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- Overseas Checks - if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

All documents must be original copies.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited.

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Shortlisted candidates will be asked to complete a questionnaire regarding medical fitness prior to interview.





Introduction to the Prep Schools Trust

Chandlings Prep is a member of The Prep Schools Trust which is a family of flourishing schools bound by shared values. Each school is unique with its own distinctive character but all deliver first-rate academic teaching and pastoral care in beautiful settings rich with potential for adventure and outdoor discovery. We give pupils the opportunity and skills so they can develop and progress with confidence.

The Trust is a platform for the individual and collective growth of our schools: working together our schools are strong, adaptable and agile. We learn from each other and have access to resources beyond the reach of a stand-alone school. We share ideas with ease and pursue confident paths to academic excellence and high achievement in all areas of school life, delivered through an innovative curriculum taught by inspirational teachers.

We create environments within which children from all backgrounds and abilities can grow intellectually and emotionally. We help every single one of them reach their full potential across the widest range of academic, cultural and sporting endeavours. We build futures full of promise.

