WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack

Domestic Assistant

Employment Status	**Full/Part Time • Permanent**
Employment Location	**Framlingham College Senior School and Prep School**
Closing Date for Applications	**Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience**
Interviews Week Commencing	**As applications are received**

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY

Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Domestic Assistant at Framlingham College.

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We require a motivated and reliable Domestic Assistant to join our busy team on a permanent basis. During term time the successful candidate will clean College facilities including boarding houses - we have capacity for up to 300 boarding pupils within 8 Boarding Houses (7 at the senior school and 1 at the prep school). During non-term time the team deep clean areas as well as prepare boarding houses for residential 'Lets' who hire the facilities.

The successful candidate will receive an annual salary of £11,966.58, based on a 22 working hour week. Please contact Teresa Blower, Domestic Manager on 01728 727208 to discuss the role in more detail.

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to; free parking when onsite, an independent pensions advisor, a free lunch when the kitchen is operational and free uniform. We have also worked with a number of local businesses to offer discounts to staff. If you are looking for development and training, staff have access to a suite of online courses and receive ongoing training in various areas.

If you require further information about the role and working arrangements, please email the HR team on Recruitment@framlinghamcollege.co.uk.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also** email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To
Domestic Manager

Hours
Full time/Part time

Job Location
Framlingham College Senior School and Prep School

Job Description

JOB PURPOSE

To assist the Domestic team in the successful operation of the department undertaking appropriate tasks as instructed and required.

KEY RESPONSIBILITES:

- To mainly be based at Framlingham College Senior School/Prep School
- To undertake all cleaning tasks as needed. Such as;
  - Dusting/Polishing
  - Vacuuming
  - Cleaning/scrubbing
  - Cleaning sinks/toilets/showers
  - Cleaning windows
  - Mopping floors
  - Emptying dustbins
  - Making beds
  - Occasional moving of furniture
- To clean specific areas of the school as allocated to you. This includes, classrooms, and other general areas of the school including toilets/showers.
- To cover cleaning of other locations in times of absence/holiday.
- To clean other areas as necessary at the weekends.
- To assist in the setting up of any school functions/events as needed.
- To adhere to all health and safety and COSSH regulations.
- Maintaining equipment and reporting any issues that you may come across.
- Cover for Matron in their absence. i.e. roll calls, laundry, report any concerns to H/M's
- Maintain good relationships with children in the boarding house.
- Communicating with visitors/guests/contractors in holiday times. In the absence of Matron, meet and greet guests and build relationships with them, enabling them to enjoy their stay. Deal with any issues they may have i.e. extra bedding, moving rooms etc.
- Show consideration to individual needs and be discreet.
- Problem solving i.e. students losing items within House etc.

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- Always pass on concerns and report any safeguarding issues.
- Attend house functions when invited (if possible) i.e. House Dinners.
- Encouraging students to help keep their dorms tidy and empty bins etc.
- Contribute to an effective working relationship with Housemaster/Mistress and Tutors.
- Regularly check the house for maintenance issues, reporting maintenance requests when necessary to Matron or Domestic Manager
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy 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 or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

GCSE's or equivalent	D

PROFESSIONAL EXPERIENCE

Previous experience in a cleaning post	D
Experience in a customer-facing role	D

PROFESSIONAL COMPETENCIES AND SKILLS

Able to organise own work effectively	E
Good verbal skills: about to communicate effectively face to face with pupils, staff and guests	E
Basic literacy and numeracy: in order to read instructions/complete forms etc.	E
Awareness of Health, Safety and Hygiene regulations	D
Working knowledge of equipment used for cleaning	D

PERSONAL ATTRIBUTES

Flexible approach	E
Punctual and reliable	E
Willing to take instruction and work as part of a team	E
Polite and helpful attitude	E
Positive "can-do" attitude	E

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E = Essential • D = Desirable

SAFEGUARDING

Awareness of safeguarding issues	**E**
Knowledge of safeguarding children legislation and good practice	**D**

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	**E**
A clear commitment to delivering best practice in safeguarding	**E**
Values and promotes diversity and inclusion	**E**

Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.