



Domestic Assistant Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.



The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Job Purpose:

You will be required to assist with the day to day cleaning operation carrying out a range of cleaning activities including mopping, sweeping, dusting, vacuuming, emptying bins and cleaning washrooms/toilets, offices and accommodation areas - this may include clinical areas such as the school medical centre.

You will ensure the School is kept in a clean and hygienic condition in order to provide a professional and customer friendly service to students and staff.

Responsible to:

Assistant Domestic Service Manager (ADSM) and Domestic Service Manager (DSM)

Main Responsibilities:

- Working on your own initiative to clean classrooms, pupil accommodation, offices, halls, boot rooms, cloakrooms, toilets and some staff accommodation as necessary
- Wiping, polishing, dusting of designated areas
- Replenishing of soaps, toilet rolls and other supplies as directed
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Vacuuming and static cleaning
- Carpet cleaning (spot cleaning of stains)
- Wet and damp mopping on appropriate flooring
- Window cleaning (inside - frames, window sills and curtain maintenance)
- Be responsible for all cleaning equipment and materials on the area worked and ensure all cleaning equipment after use is clean and stored in a safe manner
- Reporting all defects/hazards to the supervisor or ADSM



- To ensure all cleaning chemicals are kept in locked cupboards
- To clean using the approved methods to required standards and to work in a safe manner complying with the Health and Safety at Work Act.
- To attend all Health and Safety meetings when necessary and to complete online training and be responsible for regularly checking your allocated Monkton email inbox.
- To perform any reasonable request from the DSM or ADSM
- Working several Saturdays during the year to cover special functions as the school calendar dictates

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. The post holder will be required to work across the whole Monkton sites

Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications & Experience	Awareness and understanding of Health and Safety (COSHH) regulations		√
	Previous cleaning experience		√
	Previous experience in supporting and being a team member in a school		√

		Essential	Desirable
Knowledge & Understanding	Health & Safety and Child Protection	√	
	Safe working practices within a cleaning post		√



	Knowledge of how own job fits into the activity and role of Monkton		√
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		Essential	Desirable
Skills & Personal Attributes	Able to work unsupervised	√	
	Ability to be flexible and adaptable	√	
	A knowledge and understanding of written and spoken English is required for this post	√	
	Demonstrates the ability to work as a team player and encourage team working	√	
	Adopt a flexible and proactive approach in line with changing school requirements	√	
	Demonstrates the ability to promote positive working relationships and able to communicate effectively with people at all levels.	√	
	Able to follow work routines and instructions	√	
	Awareness of the responsibilities of working in an environment with young people.	√	
	Supportive and engaged with the school's Our Vision, Our Mission and Our Values.	√	
	Sympathy with schools Christian ethos	√	
	Awareness of the responsibilities of working in an environment with young people.	√	



Safeguarding

Monkton Combe School 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 Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.