



# St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab

#### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

**Child Protection Statement** - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection 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 of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

## Job Description for Domestic Assistant Full or Part Time

### About St. Catherine's School

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 120 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#).

We are seeking to appoint an enthusiastic and energetic Domestic Assistant to start as soon as possible.

### Personal and Professional Qualities Required

The successful applicant for this position will take a pride in his/her own work and be enthusiastic about ensuring that the ambience reflects the high academic status of the school. Noticing areas for improvement is key as is responding to simple tasks without direction.

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Previous experience is advantageous but not essential. A lively sense of humour and a professional readiness to work with the team to meet agreed deadlines will ensure job satisfaction in this post at St Catherine's School.

Any relevant qualifications and/or accreditations should be itemized clearly on the enclosed application form.

### **The Department**

The management of the Business Centre department is led by the Chief Operating Officer who is responsible to the Governors and the Headmistress for the smooth running of the School's buildings, grounds, fabric, commercial lettings, and day-to-day management of the Finance Department. Financial responsibility lies with the Finance Manager. The Chief Operating Officer is a member of the School Senior Management Team.

The Chief Operating Officer is assisted by the Finance Manager (School Accountant) and they are supported by the Business Department PA who is also Clerk to the Governors. The Chief Operating Officer is also supported by the Estate and Buildings Administrator. Other staff in the department who report directly to the Chief Operating Officer are the Venue Hire and Sports Club Manager, the School Shop Manager, the Estate Manager and the Finance Manager.

All other members of the Business Centre are answerable directly to one of the Business Centre Management team as follows:

#### **Finance Manager:**

Management Accountant – Management Accounts/Audit preparation/Composition Fees/Bursaries  
Accounts Assistant – School Fees Administrator  
Accounts Assistant – Salaries and Purchase Ledger

#### **Estate Manager:**

Domestic Services Manager – Domestic staff  
Grounds Manager – Grounds staff  
Maintenance Manager – Maintenance staff  
Head Gardener (in conjunction with both Headmistresses)

#### **Venue Hire and Sports Club Manager:**

Sports Club staff and casual labour for lets

#### **School Shop Manager:**

Casual Shop staff

The spirit of the Department is collaborative and overlaps between the different areas are managed with clear lines of responsibility but also much consultation between team members. Strong teamwork is essential and appropriate regular meetings are held between key personnel at which tasks are delegated to the team as appropriate. Good communication skills are very important.

The Department is based in the Business Centre adjacent to the School Dining Room. The accommodation consists of a suite of offices for the Chief Operating Officer, the Business Department's PA/Clerk to the Governors, Estate and Buildings Administrator, Estate Manager and the Finance Manager. The Accounts team is based in a further office, and the Domestic Services Manager, Grounds Manager, Maintenance Manager and Venue Hire and Sports Club Manager are based with the Business Assistant in the Facilities Office.

## **Practical Information about the Post**

### **Line Management**

The Domestic Assistant is responsible to the Domestic Services Manager.

The Domestic Assistant is a full or part time colleague, with some duties in unsociable hours. Precise hours of work can be discussed at interview.

The Domestic Services staff generally comprises a team of eight cleaners, some of whom are part time, and the contract staff who are responsible for certain areas.

### **The main duties and responsibilities of the Domestic Assistant include**

- Ensuring a high standard of cleanliness is achieved including that the immediate outside areas are neat and tidy on a daily basis, as tasked by the Domestic Services Manager
- Ensuring that any rubbish is discarded properly and in accordance with the School's Sustainability and Recycling Policy
- Reporting any maintenance problem directly to the Domestic Services Manager
- Maintaining a vigilant approach to potential breaches of security such as unlocked buildings, insecure equipment, open doors and windows and intruders on site.
- Ensuring that keys when not in use are returned to the secure location in which they are kept
- Reporting any suspicious circumstances to the Domestic Services Manager or in his/her absence to the Estate Manager
- Maintaining good time-keeping including relief times for breaks as dictated by employment contract
- Complying with Health & Safety legislation to ensure a safe working environment for all
- Complying with hygiene and environmental requirements
- Attending induction, training and any development programmes as requested
- Wearing the issued clothing, including any PPE, and that it is kept in a clean and presentable standard
- Complying with the safe use of electrical equipment, chemicals and solvents (COSHH requirements) this includes the use of warning signs where excluded zones are required
- Being aware of fire evacuation muster areas locations and use of primary fire-fighting appliances
- Being aware of location of first aid boxes, defibrillation and reporting procedures
- Being aware of any noise implications which may have an impact on the educational environment

### **Extra-Curricular Activities**

Other duties, which might reasonably be regarded as within the nature, responsibilities and grade of this post are defined and directed by the Chief Operating Officer.

### **Staff Induction, Staff Review and Continuing Professional Development**

All new staff are provided with electronic access to a Staff Handbook and School Policies ahead of their joining the School and are given induction training in their first week of work. If new staff have no competence with IT then training in the first year of employment is given and in these circumstances the Staff Handbook and School Policies are supplied in a paper format for reading.

The School is committed to be continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

### **Remuneration**

Salary will be based on the successful applicant's experience.

Non-teaching staff in the School are eligible to join the Stakeholder Pension Plan on recruitment. St Catherine's School will pay 2% of salary into the plan for every 1% contribution that the employee makes up to a maximum of 10%. A meeting with a representative of the Accounts Staff will be arranged to explain the auto-enrolment procedure.

### **Accommodation**

Accommodation may be available. This can be discussed at interview.

### **Other Benefits**

Lunch is provided daily, and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash courts, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members staff at St Catherine's if a place is available and the girl passes the entrance examination. For part time staff any fee concession is calculated on a pro rata basis.

### **Hours of Work**

The hours of work can be discussed with the Domestic Services Manager. All staff work on an occasional basis to cover the Saturdays within term-time. This is usually once a month or calculated within agreed hours. There are a few major school events when all staff are required to work e.g. Speech Day in early July and time is given off in lieu for this event.

### **Holidays**

5 weeks per year and Bank Holidays (pro-rata if part time), to be taken during School holidays by arrangement with the Chief Operating Officer and any relevant immediate line manager to ensure that annual events such as fee-billing, holiday lets, holiday maintenance or building works, the annual audit etc. are appropriately staffed in the Business Centre at key times but ensuring that all the Business Department staff can enjoy a proper annual holiday and other breaks which are essential for their wellbeing and the good of the School.

### **Applications**

Applications should be sent to the HR Administrator and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details or found on the School website at [www.stcatherines/staffvacancies](http://www.stcatherines/staffvacancies)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged; if you do not hear from us after a few days, please contact Mrs Netty Creswell, HR Administrator, by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info) or telephone 01483 899798.

Mrs Carol Carloss  
Chief Operating Officer  
September 2019