



STONYHURST ST MARY'S HALL

Temporary Domestic Assistant

We are looking to recruit a Temporary Domestic Assistant to perform a range of cleaning and general domestic duties here at St. Mary's Hall.

Key responsibilities

- To ensure the effective cleaning and domestic maintenance of any/all areas of the campus.
- To comply with all health and safety requirements of the campus as outlined in departmental procedure manuals.
- To undertake any other duties, commensurate with role, as directed by the Bursar and/or Domestic Manager.

Professional and Personal Qualities

- Experience of, or a genuine interest in, working within an educational setting.
- Comfortable working with and liaising with a wide range of colleagues.
- Ability to develop positive professional relationships.
- A good team player but also able to use own initiative.
- Ability to prioritise tasks and manage time effectively.
- Good communication skills.
- A willingness to respond to the operational needs of the school and have a flexible approach to the role.
- An awareness and appreciation of the importance of all College policies and procedures including Safeguarding and Health & Safety.

This is a full time post, working 35 hours per week on various shifts over 5 days, to include Saturday. The provisional days off will be Sunday and Monday. Job Share and term time only applications will be considered.

The salary for the position will be paid at the rate of £8.72 per hour, with a travel allowance of £3.00 per day, if applicable.

Experience is preferred but not essential as full training will be provided.

What's in it for you?

In return, we can offer;

- An interesting and varied role within a unique setting
- Uniform
- Opportunities for training and professional development as appropriate
- Fee remission
- Opportunity to join the National Pension Trust scheme

The Closing Date for receipt of applications is Thursday 24th September 2020 at 12 noon.

Interviews will be held as soon as practicable after that date

Successful applicants will be subject to an enhanced DBS check.