



Job Description for Domestic Assistant

Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

Background

Moor Park is an IAPS, co-educational, boarding and day school of Catholic foundation accepting pupils from 3 months to 13 years of age. Children from 3 months to rising three are catered for in our Tick Tock nursery/child care setting which runs for 50 weeks in the year. Thereafter, children enter Pre-prep until the end of Year 2. The Prep School completes a Moor Park education before the children leave to the full range of senior schools both locally and nationally. Being a boarding school for the 8- to 13-year-olds, the school operates on a 24/7 basis during term-time.

The school is built around a magnificent 18th century country mansion in approximately 85 acres of stunning grounds which include playing fields, woodland and a lake. It is situated just outside the market town of Ludlow in the beautiful Shropshire countryside.

Moor Park is renowned for its happiness, atmosphere and pastoral care. Relations between pupils and staff are relatively informal, but mutually respectful; children are encouraged to voice their views and opinions. Recent years have seen more than average numbers of leavers gaining scholarships to a variety of senior schools. The diversity of awards gained, which include academic, music, sport, art and all-round, testifies to the breadth of education on offer. Emphasis is on the individual, finding and encouraging aptitude and talent.

Purpose

The role of Domestic Assistant is to support the school in providing children with a clean, safe play and learning environment. We currently have a number of vacancies which pertain to the same job description but offer different working hours. The hours required are noted below, but for the right candidate we can be somewhat flexible.

Hours of Work & Hourly Rate

The following are the hours we have available. However, we can be flexible to some extent for the right candidate.

- Monday to Fri 4pm to 8pm
- Plus a number of days per year spring cleaning
- There is also a Summer School holiday let; all Domestic Staff are expected to contribute to; this constitutes up to four weeks of work for additional payment.

In addition, there are optional extra hours available for additional payment.

The pay is £11.44 per hour.

Duties

- To provide a friendly, professional cleaning service to ensure a clean, safe play and learning environment.
- Be prepared to attend any such training as is required to meet the demands of the setting.
- Ensure the completion of all jobs required of you before the end of each session.
- From time to time, you may be required to carry out duties that may not be outlined in this job description.

This job description will be subject to periodic amendments. The list of duties is not intended to be exhaustive, and you may, at any time, be required to undertake additional or other duties as are reasonably necessary to meet the needs of the school. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

Personal Requirements

Ability to commute or willingness to relocate to Ludlow SY8 or surrounding area.

- Be able to work as part of a professional domestic team
- Good organisational skills
- Self-motivated to complete your duties on time to the required standard
- To be flexible with regards to working hours when required

How to Apply

Applications can only be accepted on the School's Application Form - <https://www.moorpark.org.uk/contact/employment/>