



**BOWDEN HOUSE SCHOOL  
FIRLE ROAD  
SEAFORD  
EAST SUSSEX  
BN25 2JB**

Residential Boys School 9-16+

TELEPHONE (01323) 893138

Email: [admin@bowdenhouse.towerhamlets.sch.uk](mailto:admin@bowdenhouse.towerhamlets.sch.uk)

Headteacher: Neil Wells

### **DOMESTIC ASSISTANT**

We are looking to appoint a domestic assistant to work the following hours:-

- Tuesday 09.00am to 11.30pm = **2.5hrs**
- Wednesday 09.00am to 11.30pm & 04.30pm to 06.30pm = **4.5hrs**
- Thursday 09.00am to 11.30pm & 04.30pm to 06.30pm = **4.5hrs**
- Friday 09.00am to 03.30pm = **6.5hrs** (inc 30min paid break)

18hrs per week, Term Time only plus 3 weeks during the School Summer holidays.

Annual salary **£10,600 (£12.25 per hour)**

This position involves carrying out general cleaning, laundry, dining room duties.

Interested applicants are welcome to visit the school prior to submitting an application form please contact Melissa Curtis (Domestic Team Manager)

To obtain an application pack visit our website <https://bowdenhouse.school/> or contact the school via email or telephone. **admin@bowdenhouse.towerhamlets.sch.uk**.

The school is committed to the Safeguarding and Protection of Children. The staff we appoint in positions of trust and it is our duty under Safer Recruitment to ensure that they are fit to work with vulnerable young people. References and an enhanced DBS that are satisfactory to us, will be a condition of appointment.

We shall ensure fairness and equal opportunities throughout our workforce and in service delivery. We welcome applicants from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Online searches will be carried out as part of due diligence checks for shortlisted candidates.

Closing date 09 December 2023

## **Domestic Assistant**

Thank you for your interest in the advertised post.

Bowden House School is a residential, special school maintained by the London Borough of Tower Hamlets. All students attend on a weekly, residential basis although there is the facility to admit students who live local to the school, to attend on a daily basis. All students have Statements of Special Educational Needs or EHC Plans aimed at addressing their Social, Emotional and Mental Health difficulties.

The Job Description and Person Specification fully outline the requirements of this post and we welcome applicants who are clearly able to demonstrate their knowledge and experience in a similar role. Ofsted Reports; Policies & Procedures together with details of the specialist staff supporting the work undertaken in this school, are available on the school's web-site [www.bowdenhouse.towerhamlets.sch.uk](http://www.bowdenhouse.towerhamlets.sch.uk)

The school delivers a comprehensive Induction Programme and the successful candidate will be required to undertake a range of mandatory training courses. Where appropriate, external training will be made available as part of the postholder's Continued Professional Development.

To meet the needs of our students, the school aims to:-

- create a school community where students participate, excel and are proud of their achievements
- nurture and support all students to make consistent and positive progress in their educational and social development
- encourage the students, staff, parents/carers to work together as a team.

The Statement of Purpose included in this application pack, provides information on all aspects of the school.

We look forward to receiving your application.

Wendy Phillips  
Chair of Governors

## **Job Description**

### **Domestic Assistant**

Responsible to – Domestic Team manager

Purpose of the job –

To ensure a high standard of cleanliness within the establishment

#### **Major duties and responsibilities**

1. To be directed by the Domestic Team Manager on areas that need cleaning
2. To carry out all general cleaning duties including the cleaning of the student's bedrooms, toilets and bathroom areas
3. To carry out, where necessary, simple food preparation and dining room duties
4. Washing kitchen and dining utensils
5. To carry out all duties with due regard to health and safety within the establishment.

#### **Selection Criteria (skills, experience, qualifications if appropriate)**

- Experience of carryout out general domestic duties
- An awareness of various cleaning methods, together with the appropriate use of detergents and cleaning agents and the health and safety implications involved
- Ability to use cleaning equipment, eg vacuum cleaners, floor polishers or the ability to learn
- Ability to work as part of a team, largely unsupervised
- Ability to communicate effectively with visitors, staff and students
- Ability to use discretion and integrity when cleaning private rooms
- An understanding of and commitment to implementing the school's and the authority's Equal Opportunities policies and the school's dress code