



Domestic Assistant

Information for applicants

Job description and person specification

Welcome from the Principal



Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the

UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork, and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful, and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss
Principal

Summary of the role

Concord College is seeking to appoint a Domestic Assistant to enhance the daily delivery of our exceptional cleanliness standards across the Campus.

The role is essential for the smooth running of Concord College cleaning operations. This will include ensuring that all areas of the college are presented to a high standard of hygiene and cleanliness, including boarding houses, teaching spaces, public and commercial areas within Campus. Laundry duties may be required in this role.

About Concord College

Concord College is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of rigour, kindness, and creativity.

Girls and boys between the ages of 13 and 19 enjoy fabulous facilities on our safe and beautiful 73-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor just outside Hastings in Sussex as a small privately-owned language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was acquired by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord College accepted girls for the first time. Girls were taught at a separate site at nearby Attingham Park, before relocating to Acton Burnell in the early 1980s. The College became a charitable trust in 1983 and has expanded rapidly since. Now with almost 600 students Concord boasts enviable facilities and outstanding outcomes for its students.

Academic achievements

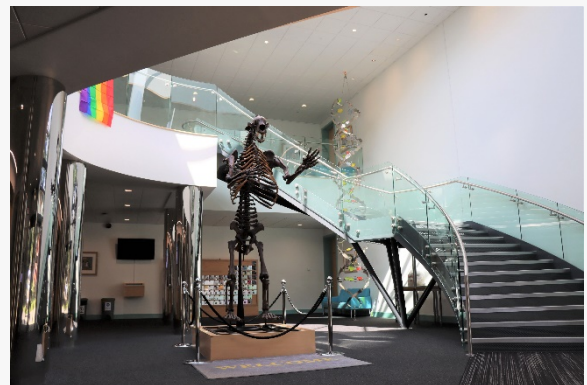
The College is highly academic, and students consistently achieve excellent 'A' level results. In 2022 48.6% of students achieved A*, 81.3% A*/A and 92.6% A*- B.

The staff

The College employs over 320 staff across all departments. There is a community feel to the College and this promotes the supportive environment which is so important for the wellbeing of everyone - staff and students alike. Staff are experienced and well-qualified, conscientious and caring and there is a strong commitment to deliver the highest standards in all areas.

Facilities

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have an excellent theatre and music school as well as an outstanding science facility. Meals are served in the College dining room and the catering team provide an extensive selection of international cuisine. Special diets are catered for. Students have individual study bedrooms, some with ensuite bathrooms. Students enjoy a wide variety of facilities including two sports halls with weight training equipment and multi gym and fitness equipment, a student common room with a coffee bar and a student kitchen/diner where they can develop their own culinary skills.



Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

Job Description

The Department

Under the direction of The Domestic Service Manager perform any necessary duties to maintain a very high standard of cleanliness and hygiene within the campus.

Reporting lines

The Domestic Assistant will report to The Domestic Service Manager.

Key areas of responsibility

Main responsibilities/duties will include:

- vacuuming;
- washing and polishing floors of varying surfaces;
- dusting/polishing;
- cleaning of toilets and disinfecting sanitary ware;
- stripping and re-making beds;
- disposing of refuse;
- cleaning of fridges and microwave ovens;
- ensuring safe custody of keys supplied and security of all rooms and areas of work;
- replenishing consumable supplies;
- identifying and reporting any need for repairs or equipment faults to the Estates department using the appropriate form;
- laundry duties, handling soiled laundry, washing personal clothes. Ironing and steaming, recording any lost or damaged clothing and advising the Domestic Service Manager;
- washing personal clothing and flat linen, selecting the correct wash programmes and following guidelines for the best use of machines
- working in accordance with risk assessments and safe working practices;
- complying with policies and procedures, including the Staff Code of Conduct and those relating to Safeguarding and Child Protection, Health and Safety, Smoking in the Workplace, Welfare, Security, Confidentiality and Data Protection, and reporting any concerns;
- all Domestic cleaners are mobile and allotted work areas may change to suit the needs of the business;
- Undertaking any other task as directed by the Domestic Services Manager

Person Specification

In order to meet the high standards expected of support staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• General Secondary education or equivalent.• Well-developed understanding of the English language	
Experience		<ul style="list-style-type: none">• Previous cleaning experience an advantage, but not necessary as ongoing training will be given in C.O.S.H.H. manual handling, safeguarding, and child protection
Knowledge		<ul style="list-style-type: none">• C.O.S.H.H• Health & Safety

Criteria	Essential	Desirable
Personal attributes, skills and values	<ul style="list-style-type: none"> • Honesty and reliability. • The ability to work as part of a team. • The ability to work unsupervised. • The ability to follow instructions and carry out tasks with care and attention. • Flexibility. 	

Terms and Conditions

Hours of work

Working hours will be 7am - 13.00pm Monday-Friday (Inclusive) total (30 hours)

Remuneration and benefits

The hourly rate is £12.14 per hour.

Benefits include contributory pension scheme and lunch which will be provided in the dining room at no charge whilst the kitchen is in operation.

There is free parking on site and employees may use the fully equipped gymnasium/sports facilities.

Holiday entitlement

Annual holiday entitlement will be 5.6 working weeks per annum, inclusive of public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

References

The appointment is subject to receipt of satisfactory references and compliance with safeguarding recruitment requirements.

Safeguarding Recruitment Requirements

The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service and DfE's Keeping Children Safe in Education (KCSIE). An enhanced DBS Disclosure is required for this role.

Employment contract

Permanent.

Start date

ASAP

How to apply

Please submit a fully completed application form to the HR Department (recruitment@concordcollege.org.uk) together with a covering letter explaining your suitability for the role. You are welcome to submit a copy of your CV, but this will not be considered without a fully completed and detailed application form.

Appointment to the role will be dependent on satisfactory completion of all pre-employment checks in accordance with relevant statutory guidance. These will include satisfactory references and a clear enhanced DBS (Disclosure & Barring Service) check with Barred List information.

For further information on the College please visit our website www.concordcollegeuk.com.

The closing date for applications is **Monday 15 April 2024**

Applications will be considered on receipt, and we reserve the right to close this vacancy earlier than the date stated above should we appoint a suitable candidate.

Please note that due to the volume of applications received in the HR department, we are unable to provide individual feedback other than to those candidates who attend for interview.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.

