



AMESBURY SCHOOL
HINDHEAD



JOB DESCRIPTION

DOMESTIC AND CATERING ASSISTANT

ABOUT US

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm. 5.45pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

SCHOOL AIMS

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each child will so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, cooperation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

Personal Information

Requirements

- Previous experience in a cleaning/catering environment not essential
- The ability to implement and adhere to standards and procedures
- Good interpersonal skills

Salary

£11.44 per hour

Character & Personality

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive headfirst into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator

- Be utterly reliable
- Believe in Amesbury and be committed to its ethos, culture and values

Child Protection / Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

Job Description

Overview

3 days per week 10.00am – 3.30pm with 5 weeks holiday
20 minute unpaid break with lunch provided

Reporting

The Domestic Assistant reports to the Housekeeper /Facilities Manager.

Responsibilities

Specifically, you will:

- Be responsible for the cleaning of allocated school areas.
- Assisting in the wash up area during mealtimes.
- Assist with School functions as and when required. (This may sit outside your contracted hours but will be arranged in advance)
- Assist with covering for colleagues in their absence.
- Follow the school procedure in food hygiene.
- Attend training session as and when required.
- Comply with school standards on personal hygiene and appearance.
- Comply with any reasonable requests from the Housekeeper/Facilities Manager.

In the school holidays the following duties:

- To heat up and deliver food to the classroom.
- To tidy up loading and unloading the dishwasher.
- To help cover staff lunches by staying with the teachers whilst the children eat.
- To clear up the floor and tables after lunch.

- To prepare snack and deliver to the classroom.
- To prepare a cold tea and deliver to the classroom.
- To complete Level 2 food hygiene course and relevant allergy training online.
- To abide by all our Health and Safety procedures,

It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.