



PORT · REGIS

Housekeeper

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a warm, friendly and organised Housekeeper to join our delightful team.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Hours of Work

29 hours a week, Monday to Thursday (inclusive) 7am to 1pm and Friday 7am to 12pm.

Start Date

3 February 2025 (or as soon as possible thereafter).

Job Description

You will report to the Principal Housekeeper (PH) or Housekeeper Supervisor (HS) on a daily basis. The person you will ultimately report to is the Bursar.

General

- Meet daily with PH or HS
- Assist PH and domestic team as required with daily/weekly/termly duties, events, functions and manage changes to normal routine

Day to day

- To clean and maintain all designated areas to the standards required in accordance with individual area specifications
- To help others and cover other areas when required
- To carry out any reasonable request from the PH or Bursar within the general scope and purpose of your job
- To ensure the efficient running of all aspects of the laundry

Organisation and Supervision

- To manage and work effectively with little or no supervision
- Be able to work as part of a team
- Be able to self-motivate to complete tasks effectively

Staff

- Provide support for members of staff within the department and to respect your fellow employees, customers, clients and visitors
- To carry out any reasonable request from the HP, HS, or Bursar

Health and Safety

- To maintain standards of health and safety in accordance with legislation and other statutory requirements
- To always ensure all equipment is cleaned regularly, maintained in a safe condition and stored correctly in the designated area after use
- To attend team briefings and training sessions as required
- To maintain a high standard of personal hygiene at all times and always wear the uniform provided and keep it neat and tidy
- To carry out termly visual checks on all electrical equipment

Duties – Overview

- You must be a self-motivated person, able to complete given tasks in the timescale provided. You will be expected to manage your own time efficiently and have good organisational and communication skills and initiative.

General Duties

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.

- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake other such duties as may reasonably be required from time to time.

Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children.
- Excellent interpersonal and communication skills.
- Excellent organisational and time management skills.
- The ability to work under pressure, to prioritise and manage a varied workload with accuracy and to ensure deadlines are met.
- Self-motivated and proactive, with the proven ability to work independently, and take responsibility for actions.
- A strong team player.
- Be willing to 'go the extra mile' and be flexible around the needs of the School.
- A kind, caring and cheerful nature.

Desired

- Proven experience of working in a similar role.

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR & Legal, Mrs Geraldine White at (hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **as soon as possible**. **We are not specifying a closing date for this role and will seek to interview and recruit suitable candidates as soon as possible following receipt of their application.** Please contact us (tracey.foster@portregis.com) with any queries about the role. Please read the Safer Recruitment Pack and Child Protection Policy in conjunction with your application.

Safeguarding and Child Protection

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Sally Ehlen
Bursar