



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*



## APPOINTMENT OF DOMESTIC ASSISTANT

### **OLD BUCKENHAM HALL**

Brettenham Park, Nr. Lavenham,  
Suffolk, IP7 7PH  
01449 740252



## Context of Appointment

Set in 85 acres of Suffolk parkland, Old Buckenham Hall is one of the country's oldest and most beautiful preparatory schools. Since 1862, it has provided children with a rigorous curriculum and unparalleled co-curricular opportunities, all underpinned by an outstanding system of pastoral care. A co-educational school for children aged 2 to 13, OBH serves a boarding and day community that go on to attend some of the most aspirational senior schools in the UK. Many of these pupils leave having achieved scholarships. Regular destinations include Eton, Harrow, Oundle, Uppingham and Rugby, as well schools in East Anglia.

James Large joined the school in September 2023 as its tenth Headmaster and now leads the school in its mission to deliver the premier boarding prep school education in the East of England. In June 2024, the school enjoyed a very successful Full Inspection from the Independent Schools Inspectorate (ISI), with inspectors noting "leaders' continual commitment to providing the best possible education and care for pupils results in a dynamic and forward-thinking school" alongside "a culture of trust, respect and aspiration within the school community."

We are looking to appoint staff who are committed to supporting the development of OBH and its pupils, and who are motivated to be part of a busy rural boarding school. We value individuals who work hard and support others, but who are also able to have fun and embrace the joy of prep school education.

## KEY INFORMATION

**£11.78 per hour plus holiday pay allowance**

Working weeks per annum: 36.8 weeks (including cleaning days)  
Working pattern: Monday to Friday  
3 hours per day starting between 4-5pm  
and finishing between 7-8pm

Pro-rated annual salary including holiday allowance: £7,493

Deadline for applications: Monday 24<sup>th</sup> February (9:00am)  
In-person interview date: Thursday 27<sup>th</sup> February

## JOB DESCRIPTION

### JOB PURPOSE

We are looking to appoint a highly motivated and committed Domestic Assistant to support the Domestic Manager in ensuring that all areas within school premises are consistently cleaned to a high standard to provide a safe, hygienic and welcoming environment for students, staff and visitors.

### REPORTING TO

Domestics Manager

### KEY RESPONSIBILITIES

Undertake daily and periodic cleaning of designated internal school facilities whilst following established health and safety guidelines.

Perform thorough cleaning of designated areas, including but not limited to classrooms, dormitories, offices, restrooms, kitchens, and communal spaces.

Ensure all surfaces are sanitised and free from dust, dirt, and debris.

Operate cleaning equipment such as vacuum cleaners, floor scrubbers, and other machinery as required.

Restock supplies such as toilet paper, soap, and cleaning materials as needed.

Occasional undertaking of dining room duties including the service of correct portions of food and beverages at the designated times to staff and pupils.

Report any maintenance issues or safety hazards to the appropriate personnel.

## PERSON SPECIFICATION

### Skills required

Ability to work effectively both in a team and also on own initiative	Essential
Ability to understand oral and written instructions	Essential

### Knowledge and Experience Base

Understanding of health and safety requirements	Desirable
Understanding of child protection issues	Desirable

### Attitude/approach

Honesty and integrity	Essential
Ability to work within a team	Essential
Good interpersonal skills	Essential
Conscientious	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable and punctual	Essential



## GENERAL RESPONSIBILITIES

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the personal performance review process.
- Adhere to policies as set out in the School Policies.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

At Old Buckenham Hall we are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms, which means providing criminal conviction information, and must be prepared to undergo checks as relevant to the post, including with the Disclosure and Barring Service.