



DUMPTON SCHOOL WIMBORNE



Domestic Assistant



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The School

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 330 pupils, and a forward thinking and ambitious approach to education, recognised by an ISI 'Excellent' Inspection, and recent shortlisting for the ISOTY 'Prep School of the Year' Award. The school's strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success, as well as character education. Two core values – Be Kind and Aim High – lie at the cornerstone of Dumpton's ethos and culture, and also sit at the heart of Dumpton's vision 'a nurturing and aspirational environment where every child fulfils their academic and personal potential'.

The Role

To ensure a high standard of cleanliness is maintained throughout the School using correct materials and equipment as instructed by the Cleaning Supervisor.



Job Description

Domestic Assistant

Reporting to: The Bursar

KEY RESPONSIBILITIES:

- Clean and sanitise designated areas, including bathrooms, kitchens, and common areas
- Mop and vacuum floors
- Dust and wipe down surfaces
- Empty bins and replace liners
- Restock supplies such as toilet paper
- Clean windows and mirrors
- Follow established cleaning procedures and safety guidelines

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Catering Manager.

Person Specification

ESSENTIAL ATTRIBUTES:

- Reliable and trustworthy
- Knowledge of cleaning techniques and equipment
- Attention to detail and thoroughness in completing tasks
- Ability to work independently or as part of a team
- Good time management skills to ensure tasks are completed efficiently
- Physical stamina to handle the demands of the job, including standing for long periods and lifting/moving heavy objects if necessary



Further Information

- Based at Dumpton School, Wimborne, Dorset
- Hours of work 6pm to 9pm Monday to Friday during the term
- Term time plus 6 weeks during the school holidays
- Current annual salary is £7,811 based on £11.42 per hour
- Start date as soon as possible

RETURN APPLICATIONS:

- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** Friday 29th March 2024. *Please note that the closing date may be brought forward if the appropriate candidate is found – **early applications are therefore recommended***
- VIA EMAIL TO: recruitment@dumpton.com
- BY POST TO: The Bursar
Dumpton School
Deans Grove House
Wimborne
Dorset BH21 7AF

The 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.