

Downe House

# CANDIDATE INFORMATION PACK

## HOUSEKEEPING ASSISTANT (PART-TIME)



# Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

# About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils.



Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.

Downe House

HARROW SCHOOL

## EXCELLENCE IN PARTNERSHIP

In September 2026, Downe House School and Harrow School entered into a strategic structural partnership.

Building on our schools' shared ethos and commitment to single-sex boarding education, the partnership will strengthen academic, co-curricular and social opportunities for pupils, encourage innovation, and support staff development through shared expertise and resources. Families and alumni will also benefit from greater collaboration.

Both schools retain their distinct identities, traditions, sites, charities, governance structures and leadership.

# Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

## *Inspiring people*







# The position

TATLER Schools Awards 2027 Downe House Best Public School WINNER

## HOUSEKEEPING ASSISTANT (Part-time)

**START DATE:** Immediate

**CONTRACT TYPE:** Permanent - Part Time

**SALARY:** £11,301.42 Annually (Actual)

**REPORTING TO:** Housekeeping Services Manager

**HOURS:** 16.5hrs across 3 days per week, for 52 weeks.
Predominantly Monday to Friday.
One weekend day on request (Sat or Sun).
Shifts times of 07:00-13:30.

**LOCATION:** On site

### DEPARTMENT OVERVIEW

Our Housekeeping Team is an important and highly valued part of our operation, responsible for cleaning and maintaining our boarding houses, staff accommodation, classrooms, offices and other public areas across our large site.

We are seeking an organised Housekeeping Assistant to join our busy and friendly team. Ideally, we are looking for someone who has previous experience of working in a cleaning role, but full training will be given. You will have excellent cleaning and organisational skills, and will be happy to work as part of a team as well as on your own initiative, have a can-do and flexible attitude who can work to high standards.

Duties include general cleaning tasks providing a clean, hygienic and safe environment for pupils and staff in classrooms, boarding houses and communal spaces and working in a friendly, professional and efficient manner.





## MAIN DUTIES AND RESPONSIBILITIES

- Hoover carpeted areas, polish and wipe floors, clean bathrooms, kitchen areas, offices and communal spaces.
- Clean dormitories and all public areas of the school daily.
- Clean sports facilities, sports hall, changing rooms and staff accommodation.
- Conduct a thorough deep clean of the dormitories/offices/classrooms during school holiday periods.
- Arrange for the emptying of the rubbish.
- Replenish paper towels, soap, toilet rolls and towels ensuring sufficient supply for the weekend.
- Ensure all chemicals, cleaning equipment and electrical equipment is stored and secured when not in use.
- Report any complaints, incidents or accidents, theft, loss, damage, or other irregularities to the Supervisor and take any necessary action if practicable and safe.
- Always maintain a clean and tidy appearance and professional and courteous conduct.
- Attend meetings and training courses both online and practical as required.
- Undertake any other duties as reasonably requested by managers, e.g. to cover during periods of staff sickness or holidays.









# Person specification

- Excellent cleaning and organisational skills.
- Previous experience of working in a similar role and / in a school environment.
- Ability to work on your own initiative and as part of a team, following instructions provided.
- Ability to communicate appropriately with pupils, colleagues, and staff.
- Flexible and willing to adapt to change.
- Have own means of transport, since the School is in a rural location without public transport links.
- Ability to work within Health & Safety guidelines.
- Committed to safeguarding and promoting the welfare of pupils.



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

# Employee Benefits



**BEREAVEMENT SUPPORT**
practical, probate & emotional support



**COMMUNITY & SOCIAL**
regular social events for staff & family



**CPD**
weekly opportunities for learning & development



**CYCLE TO WORK SCHEME**
savings on purchasing a bicycle & accessories for commuting purposes



**EMPLOYEE ASSISTANCE**
confidential advice & counselling service



**EYE TEST**
free eye test & contribution towards glasses for regular VDU users



**FLU VACCINATIONS**
vouchers for free vaccinations



**FREE MEALS**
daily nutritious & delicious meals



**EMPLOYEE REFERRAL REWARD**
£300 for successful referrals



**FEE REMISSION**
generous discounted fees



**GROUP INCOME PROTECTION**
75% salary



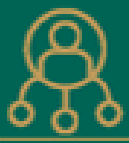
**GYM**
free access to on-site gym & discounts at local gyms



**HEALTH & WELLBEING**
a range of health benefits i.e. Virtual GP & Online Physiotherapy



**LIFE INSURANCE**
3 x salary



**LINE MANAGER SUPPORT**
in house workshops & Aspiring Middle Leaders programme



**LOCATION**
well connected, within easy reach of A34 & M4



**PARKING**
plenty of onsite parking



**PENSION**
generous employer contributory schemes



**SWIMMING POOL**
access to heated on-site swimming pool



**TECH**
Microsoft showcase school using leading technologies



**WORKING ENVIRONMENT**
beautiful semi-rural campus on 104 acre estate



"I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well."

"'Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school."

"I'm enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House's reputation and beautiful setting make it a truly inspiring place to work."



# Inspiring girls

Downe House
Cold Ash, Thatcham
Berkshire, RG18 9JJ

www.downehouse.net

Downe House