OUNDLE
School

Domestic Operative

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

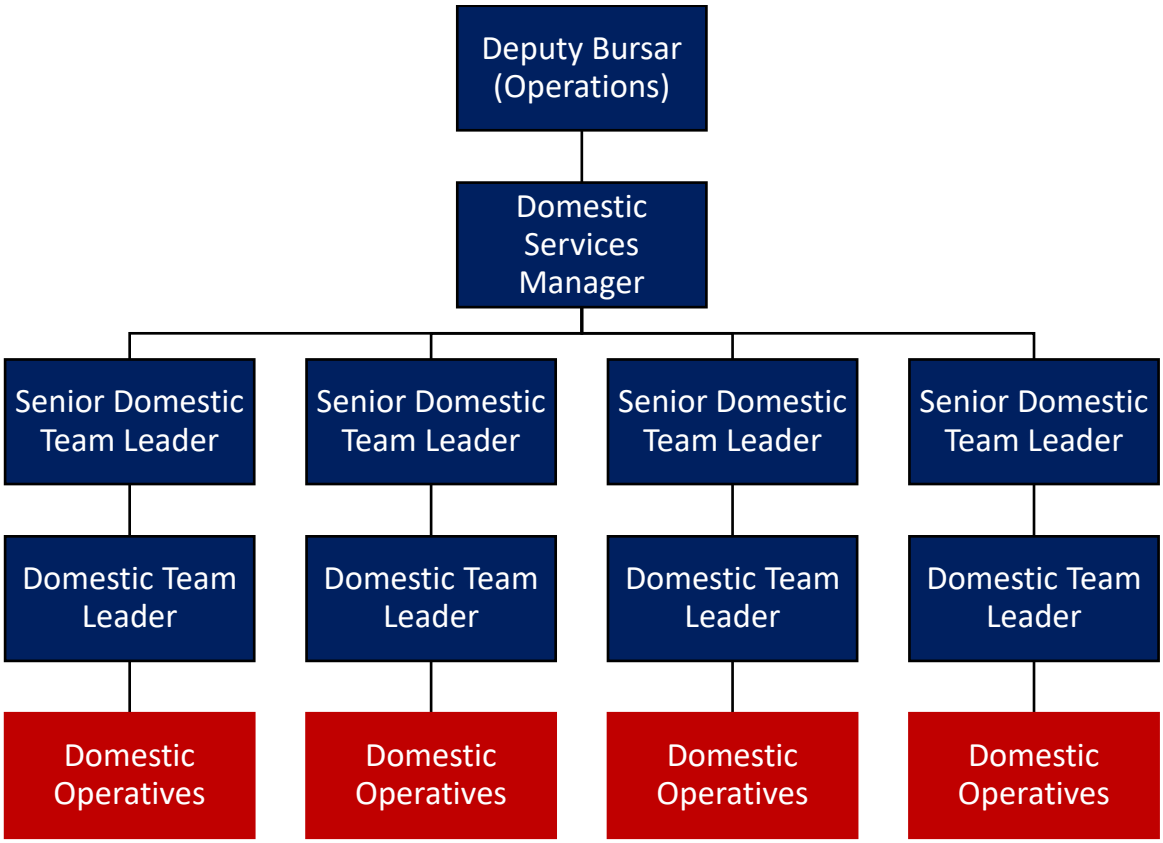
About the role

Domestic Operatives (DOs) are required to clean all areas of the School including boarding house accommodation, offices, departments, classrooms and some private accommodation in accordance with the Service Level Agreement between the Domestic Services Department and the Boarding & Non Boarding Areas of the School. In addition to cleaning, DOs will be expected to work in the School's laundry, operating the machinery and equipment there.

This role involves a considerable amount of physical effort in that there are frequent periods of standing, walking, climbing stairs, medium lifting of equipment, stretching and occasional heavy lifting. This role involves the carrying and use of equipment on regular basis use as well as some requirement to climb small ladders to clean windows and ledges. DOs are often required to work in warm conditions and use cleaning chemicals.

The purpose of the role is to work as member of a team that provides high standards of cleaning and hygiene in designated areas of the School. This includes the School Laundry where the laundering of pupils' clothing and School items is an integral part of the domestic service provision. This domestic service provision covers both Term time and up to 8 weeks of School holiday time when the School's facilities are rented by outside providers for teaching and training purposes.

Working within the Domestic Services team, the role holder will report to the Domestic Team Leader.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Clean all areas of the Boarding Houses and School buildings including private accommodation and communal areas in accordance with guidelines, training and standards set by the DTL.
- Use appropriate cleaning chemicals in accordance with COSHH regulations and as directed.
- Store and retrieve cleaning materials in accordance with COSHH regulations.
- To launder items as instructed, and guided by care labels, when working in the School Laundry or in a Boarding House laundry ensuring all items are cleaned effectively.
- To assist with the collection, delivery and storage of laundry throughout the School.
- To take care of equipment ensuring it is in good working order to ensure safety, cleanliness and longevity of equipment and reporting any breakages, accidental damage or the need for replacements/maintenance to the line manager.
- To sew to an acceptable standard – including name tapes, badges, repairs and minor tailoring.
- Respect pupils' privacy and possessions in accordance with School guidelines and Protocols.
- To adhere to procedures and protocols as instructed by the Line Manager, e.g. use of mobile telephones, wearing of appropriate clothing and shoes.
- To follow the Line Managers' guidance procedures at the beginning and end of Term.
- To understand and follow the health and safety guidelines (available from the Line Manager) concerning:
  1. The employee
  2. Other employees

3. Work Areas
4. Accident/Injury
5. Fire evacuation

- Report accidents, emergencies, near misses, own absence, queries or concerns to the Line Manager in accordance with the Staff Handbook and other documentation.
- Undergo training and development in order to be able to carry our tasks to the standards required.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Skills & Experience	Essential	Desirable
Ability to speak, read, write and understand English to basic standard.	•	
Ability to work on own initiative as well as part of a team.	•	
Ability to follow written and spoken instructions and seek help when required.	•	
Ability to lift and move weights of up to 15kg load, unaided, for small furniture, vacuum cleaners, laundry and bedding. Also, higher weight while assisted.	•	
Ability to work in hot and / or dusty atmospheres.	•	
Ability to use a step stool or stepladder.	•	
Experience of working in a domestic capacity.		•
Sew to a basic standard or a commitment develop the required.		•
Awareness of health and safety in the workplace, including COSHH and Manual Handling.		•
Previous laundry experience - domestic and / or industrial.		•

Personal qualities	Essential
Reliable, personable, hardworking and conscientious.	•
Good timekeeper.	•
Detail conscious.	•
Tidy and presentable in appearance.	•
Flexible – willing to work in the Laundry, any House or Area.	•
Flexible approach to working patterns.	•

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a Five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** January 2027, (subject to notice period and pre-employment checks).
- **Contract:** Permanent
- **Working weeks and hours:**

  35 hours per week: 6:30am - 12:30pm Monday to Friday, 7:30am - 12:30pm on a Saturday or Sunday, **41.4 working weeks** per annum (47.21 paid weeks).
  Salary **£21,001** actual (FTE £26,436)

  40 hours per week: 6:30am – 8:30am, 09:00am - 12:30pm, 13:00 - 14:30 Monday to Friday, and 7:30am – 12:30pm, Saturday or Sunday, **41.4 working weeks** per annum (47.21 paid weeks).
  Salary **£24,001** actual (FTE £26,436)

  Holidays: 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Friday 27 November 2026, 9am.
Interviews will be held on week commencing 30 November 2026.

If you have any questions about the role, please contact:

Human Resources
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: opportunities@oundleschool.org.uk / Tel: 01832 277193