



GREAT WALSTEAD  
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We currently have a vacancy for a  
**Domestic Assistant & Lunchtime Supervisor**

Mon/Tue/Wed, 9.00am – 2.00pm

38.2 weeks per annum (Term Time plus 3 non-term weeks & Inset Days)

To start as soon as possible

**Competitive Salary, plus an extensive benefits package including a generous pension contribution, death in service, use of the extensive grounds out of working hours, free meals during term time, uniform, free staff parking and an employee assistance programme.**

Duties will include:

- Cleaning of classrooms, offices, sports halls, changing rooms, toilets, corridors and ancillary areas
- Preparation and cleaning of the dining room at lunchtime
- Maintaining the serving counters to a high standard of cleanliness during lunchtime and washing up
- Other domestic duties as required

The successful candidate will:

- Have a high standard of personal cleanliness and tidiness
- Have the ability to work with others as part of a team and to respond to emergencies

Closing date for applications is Noon, Friday 25<sup>th</sup> April 2025

**Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.**

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website





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**JOB DESCRIPTION**

**Job Title:** Domestic Assistant and Lunchtime Supervisor

**Responsible to:** Housekeeper

**Key Responsibilities:**

- Cleaning of classrooms, offices, sports hall, changing rooms, toilets, corridors and ancillary areas
- Preparation and clearing of the dining room at lunchtime.
- Helping to serve and support the children at lunchtime.
- Maintaining the serving counters to a high standard of cleanliness
- Lunchtime washing up.
- Other domestic duties as required.

The above activities are an indication of the work routine and is not an exhaustive list of expectations.

**Person Specification**

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>	Good standard of basic education	Certificate of Basic Food Hygiene	Application form/Certificates
<b>Experience</b>		Previous experience in a similar role	<b>Application form/interview/references</b>
<b>Skills</b>	Ability to work with others as part of a team and to respond to emergencies		<b>Interview/references</b>
<b>Personal Qualities</b>	High standard of personal cleanliness and tidiness		<b>Interview</b>
<b>Special Conditions</b>	Uniform will be provided		

**Safeguarding responsibilities:**

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.