



Application Pack

for the position of
General Domestic Assistant (Weekends, term-time)

Start date: As soon as possible

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

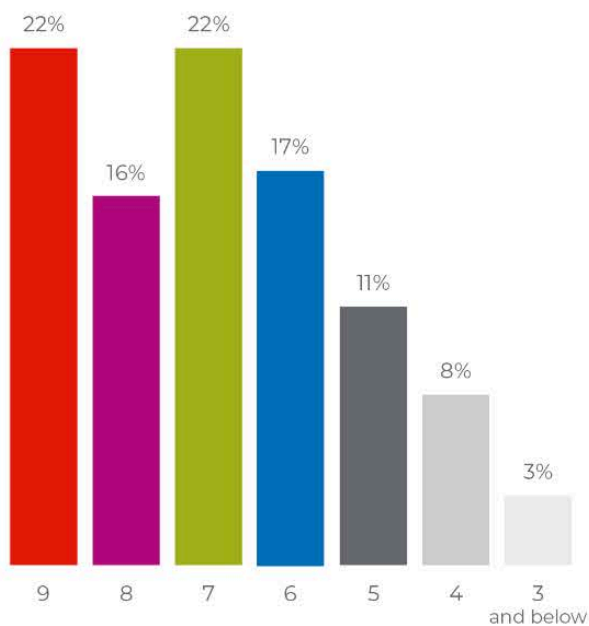
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

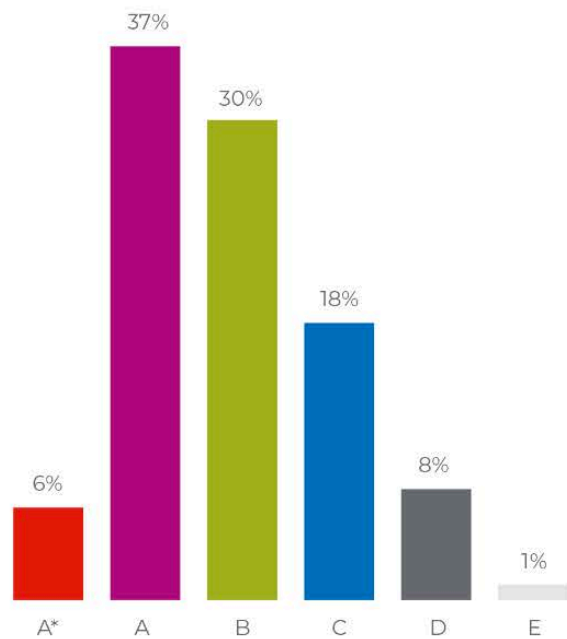


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

GCSE RESULTS 2023



A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.



CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA
– funny, bright, ambitious and honest.

”

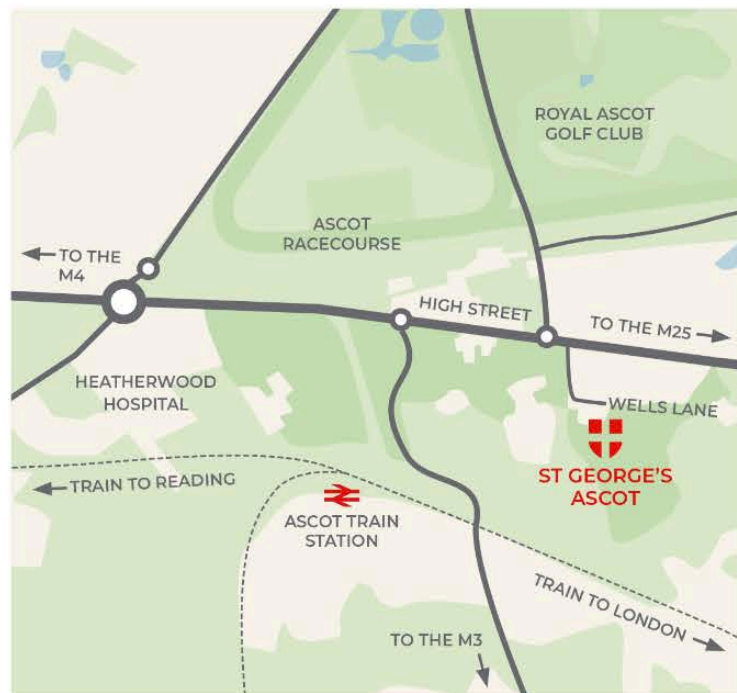
MUDDY STILETTOS

Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

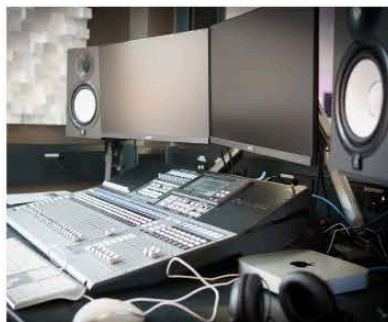


All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George’s
combines small-school
cosiness with big-school
facilities. ”
TATLER



Role and Responsibilities

The role of the General Domestic Assistant is to provide efficient and effective support to the School's catering team, ensuring that all stores are accounted for correctly whilst also maintaining high standards of cleanliness throughout the catering area in accordance with school policy and legislation.

The General Domestic Assistant is required to undertake the following duties which are not exhaustive and will be subject to periodic review:

- Receiving and storing all foodstuffs, monitoring quality, temperature and checking for deficiencies;
- Maintaining stock rotation (which may involve some heavy lifting);
- To undertake general cleaning activities, including pot washing as directed by the management and chef team;
- Using chemicals supplied as instructed and in accordance with COSHH regulations;
- Reporting to management, any repairs or replacements as required;
- Assisting with additional Hospitality support, including assistance with transporting equipment, foods and set up of events across the School site;
- Assisting in the preparation of food as required;





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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

”

MUDDY STILETTOS

Role and Responsibilities (cont)

- Duties to include cleaning and sanitizing of utensils, crockery pots, pans and all working areas within the Kitchen and Food Service areas;
- Preparing packed lunches and other items for the School as required;
- Emptying of recycling bins or similar waste receptacles;
- Transporting of waste materials to designated collection points;
- Setting up of dining room for food service;
- Supporting the Chef on duty;
- Participating in training courses as required by the School.
- Carrying out other reasonable duties or requests as deemed appropriate by the Domestic Bursar.

Person Specification

Essential:

The General Domestic Assistant must:

- Be self motivated;
- Have a good eye to detail;
- Have good organisational skills;
- Have the ability to communicate in basic written and spoken english;
- Be capable of working alone and as a team member, taking instruction and direction;
- Be enthusiastic, punctual and reliable;
- Be computer literate.

Desirable:

- Food Hygiene Certificate



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS
INSPECTORATE



Salary and Further Information

- a. **Start date:** As soon as possible
- b. **Remuneration:** The hourly rate of pay for this role will be £11.44. In addition, the post attracts a full 5.6 weeks of holiday pay. Pay is annualised.
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work: This is a term time only position;** the normal hours of work will be:

Saturday: 7.00am to 8.00pm

Sunday : 10.00am to 8.00pm

The successful applicant will be expected to be flexible in their approach as the working hours may vary slightly due to the School calendar and events. **There will be a requirement to work during the Summer Let period which occurs during July and early August.** Some additional hours may be available in other School holiday periods.

- E. **Notice Period:** There will be a probationary period of one year during which time the notice period will be one week. Thereafter, the notice period required by either side to terminate your employment will be one month..





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Awarded 'Excellent' in all areas in November 2022,
the ISI particularly identified –

“

'Pupils' positive attitudes towards learning
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunch in the Dining Room during term time. Meals and refreshments are free of charge.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application together with the completed application form and confidential cover sheet (both available from the School's website), should be addressed to Mrs Ana Craciun, Domestic Bursar and emailed to recruitment@stgeorges-ascot.org.uk

Applications will NOT be considered without the completion of the School's Application Form and confidential cover sheet.

The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to Mrs Teresa Barber, Resources Officer on 01344 629979 or by email to tbarber@stgeorges-ascot.org.uk.

The School reserves the right to interview and/or appoint at any time during the recruitment process.

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

25 MINUTES FROM
**HEATHROW
AIRPORT**

UNDER AN HOUR FROM
GATWICK



20%
INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL
GRADED A* - C



99%
PASS RATE
AT GCSE
GRADED 9 - 4

**EXCELLENT
PASTORAL
CARE**
AND ONSITE
CHAPLAIN



70+
CO-CURRICULAR
CLUBS



3 OUT
OF **4**
PUPILS
ACHIEVED THEIR
**1ST CHOICE
UNIVERSITY**



★ **PRESTIGIOUS** ★



GOOGLE FOR
EDUCATION
REFERENCE SCHOOL

**25 GCSE
SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



**AMBITIOUS
ROLLING
DEVELOPMENT
PLAN
INCLUDING:**

**SWIMMING
POOL**

**COOKERY
ROOM**

MUSIC TECH

**DANCE
STUDIO**

**FITNESS
SUITE**



12
THEATRE
PRODUCTIONS
EACH YEAR



60% DAY
PUPILS
40%
BOARDERS



30 ACRES OF LEAFY
COUNTRYSIDE ON SITE



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www.stgeorges-ascot.org.uk

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