



# Job Description

## Housekeeping Assistant

<b>Job Title</b>	<b>Housekeeping Assistant</b>
<b>Location</b>	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
<b>Salary</b>	£12.21 per hour
<b>Contract</b>	Term time plus two weeks – various roles available for 19.5, 22.5 or 30 hours per week
<b>Holiday</b>	25 days plus Bank Holidays (pro rata for part-time)
<b>Reporting to</b>	House Manager
<b>Closing date</b>	<b>3<sup>rd</sup> August 2025</b> but reviewing on a rolling basis.

### About Ufton

At Ufton, we know learning outside the classroom gives children the freedom to flourish.

We run experiential programmes that deepen children's knowledge and connection to nature, history and the self. Our team of skilled educators know how to make learning fun and bring out the best in all children, whatever their needs and whoever they are.

We give children a safe space to learn about themselves and see everything in a new light, helping them grow up more confident, curious and capable.

### Key Responsibilities

1. Cleaning of a variety of buildings across our beautiful site
2. Preparing the bedrooms ready for our visiting children
3. Laundry
4. Supporting the catering team with light kitchen duties
5. Getting the site ready for our numerous weddings and events.

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.



# Person Specification

## Qualifications and Skills

- Be over the age of 18
- Excellent time keeping
- Reliable
- Organised
- Access to own transport
- Have great customer service skills

## Desired Attributes

- A proactive attitude with the ability to take initiative.
- Flexibility to adapt to evolving responsibilities and priorities.
- Enthusiasm for the mission and values of Ufton Court.
- Partial to a homemade flapjack and ability to make a decent cup of tea.

## Working with Children

**Safeguarding:** All staff at Ufton share responsibility for keeping children safe. As such, you must:

- Follow Ufton's Safeguarding Policy and safer working practices
- Complete relevant safeguarding training
- Maintain clear professional boundaries
- Report any concerns promptly

This role may involve direct or indirect work with children. A commitment to creating a safe, inclusive culture across the estate is essential.

**Conduct around children:** All staff are expected to model Ufton's values in their behaviour, treating every child with kindness, respect and fairness as well as challenging or reporting anything that falls short.

**Pre-employment checks:** All roles at Ufton are subject to:

- An enhanced DBS check
- At least three references, including your most recent employer
- Clarification of any gaps in employment
- Proof of the right to work in the UK

Any concerns will be followed up in line with our safer recruitment procedures.



## Values Alignment

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

We are based in a glorious rural location but that does mean **you'll need access to your own transport**. You must have the right to work in the UK.

Join us at Ufton and be part of a team that is dedicated to making a real difference in the lives of children and young people. If you have a strong commitment to our values, and want to work in a supportive environment, we'd love to hear from you.

To apply, please submit your **CV and a cover letter** outlining your suitability for the role and how you align with Ufton's values to [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk).

**We will only consider applications that provide a covering letter.**

**Closing date: 11:59pm 3<sup>rd</sup> August 2025.**

We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check and at least three references.

