



JOB DESCRIPTION:	Domestic assistant
Reports To:	Domestic supervisor
Contract:	Part time hours of 15hrs p/w.
Review and Amendment:	This job description will be reviewed annually and may be subject to modification and amendment following consultation between the line manager and the post holder.

We are looking for responsible, caring Domestic Assistant to join our fantastic team at Wetheringsett Manor School in Wetheringsett, Stowmarket. As Domestic Assistant you will help maintain facilities and ensure areas are well presented and clean ready to help support our children and young people in their daily lives.

This is a great opportunity to work as part of a team committed to helping children with varied and complex needs.

Our Domestic Assistant's carry out an essential role to maintain the standards of cleanliness required by the children and young people in our care. You will take pride in ensuring domestic duties including vacuuming, mopping, rubbish removal, dusting and cleaning are carried out to the highest standards.

When it comes to looking after our children, we never settle for second best. We are looking for a Domestic Assistant who shares our vision to build incredible futures by empowering vulnerable young people in the UK, to be happy and to make their way in the world.

Motivation and pride in ensuring the highest standards are among the key characteristics we are seeking. As the school grows there will be opportunities to expand on the job role and the need to be; quality focused, efficient, able to work at pace, and motivated to help us provide a safe, caring environment where every child can thrive.

About the School

Wetheringsett Manor School is a new independent day SEMH School for up to 100 pupils aged 11-18. Our dedicated team work together to ensure successful outcomes for pupils who often arrive at the school with a troubled view of education and life.

Wetheringsett Manor School site is currently going through significant refurbishment and is based in Suffolk, East Anglia. The Manor House is located in 17 acres of parkland with wooded boundaries and sits on the edge of the village of Wetheringsett. The accommodation also provides several other buildings including a converted stable block, a cottage and two industrial units.

We pride ourselves in steering children in the right direction, nurturing aspiration to progress them both academically and socially to encourage them to take pride in their achievements. Socially, we build confidence in our students so they are able to have a greater understanding of the wider community in which they live.

About the Role

This role would see you become responsible for set areas of the school and its cleanliness. You would be under the direction of our Domestic supervisor and work alongside our existing domestic team, which will only grow as the school evolves. All equipment and clothing will be provided as required and working hours are negotiable as long as the full number of hours are completed each week. At Wetheringsett we also operate the 4-day working week to aid employees emotional wellbeing. This means that after passing probation you work 80% of the required hours for 100% of the pay.

Key responsibilities

- Provide a safe, caring and healthy environment where the children can thrive and develop their independence
- Promote and celebrate diversity
- Safeguard all children and support them with their individual and personal needs
- To follow school policy and procedures for recording and reporting

Why work for us?

- Opportunity to enrich the lives of young people and make a positive difference
- Be part of a supportive and dedicated team
- Continuous professional development and training
- Internal Promotion
- “Your Wellbeing Matters” – The ability to speak to a councillor for support regarding your mental health.
- Employee Rewards Hub – An app which offers high-street discounts, hints and tips.

Managing own Performance and Development

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made within the role.
- Achieve challenging professional goals.
- Take responsibility for your own professional development.
- Undertake crisis prevention and safeguarding training as directed by the school.

Team Working and Collaboration

The post holder will:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

The position is due to commence in September 2025 (subject to approved reference/DBS checks). If you have any further queries regarding how to apply please contact the recruitment team on 01204 558055 or email us at recruitment@acorncare.co.uk

Acorn Care and Education are committed to the safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to an Enhanced DBS Check.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.