**JOB DESCRIPTION**

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| **Job Title:** | Seamstress | **Department:** | Domestic Services |
| **Hours of Work:** | Tuesday and Thursday 08.00 – 15.00 (including 30 min unpaid lunch) | | |
| **Responsible To:** | Cleaning and Logistics Manager | **Responsible For:** | N/A |

**Summary of Role:**

The main purpose of the job is to support the Cleaning and Logistics Manager to maintain all soft furnishings and curtains throughout the School and residences as required, along with repairing and making alterations to uniforms. You may also be required to work in the laundry from time to time.

**Specific Responsibilities:**

* To repair and make alterations to girls and staff uniforms.
* To repair, undertake alterations and make new curtains and blinds.
* To repair and recover padded chairs.
* To repair and maintain all other soft furnishings.
* Report anything in need of repair or replacement to the Domestic Services Manager.
* Request any work in support of Seamstress activities to be carried out by other Departments in advance through the Domestic Services Manager.
* To keep the Sewing Room area clean and tidy at all times.
* Be prepared to receive and undertake training as required by the School.
* Uniform and ID badges are provided and must be worn at all times.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Previous experience of altering clothing * Previous experience of making and repairing curtains | * Related experience |
| **Personal Behaviours** |  |
| * Able to work alone and part of a team. * Ability to work under pressure and meet tight deadlines. * Ability to work as part of a wider team while tasks may be undertaken individually. * A person of integrity and initiative who can think ahead, prioritise the workload and be flexible in approach to tasks. * Good communication and interpersonal skills and be able mix with students, teaching staff and non- teaching staff , parents and other visitors, when in contact. |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**: 08.00 – 15.00 on Tuesday and Thursday (with 30 min unpaid lunch)
* **Salary**: £11.44 per hour
* **Holiday**: The holiday entitlement is 5 weeks per year plus public holidays.
* **Pension:** You will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch:** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
* **Parking:** There is free parking on site.
* **Gym and Pool:** There are staff sessions for use of these facilities.
* **Fees:** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.