

APPLICATION PACK FOR THE POST OF Cleaning Operative

Required as soon as possible.



Warwick
Schools
Foundation



Enabling transformation through the power of education

Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Cleaning Operative.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Cleaning Operative to help our busy and thriving Foundation.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



The Warwick Schools Foundation is a unique and inspiring group of schools. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

Richard Nicholson, Foundation Principal



About Warwick Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7).

From September 2025, Kingsley will move to become fully co-educational, and we will initially welcome boys into Years 7 and 12. Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

www.warwickprep.com

www.kingshighwarwick.co.uk

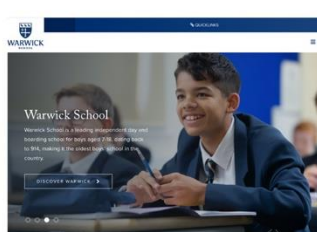
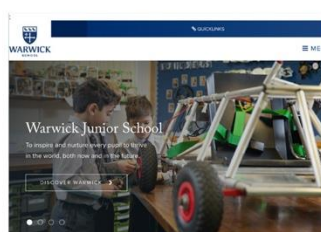
www.warwicksschool.org

www.thekingsleyschool.co.uk

More information on the Foundation can be found at <https://www.warwicksschoolsfoundation.co.uk/>

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISA
- ISBA
- ISA
- IDPE



Organisational Structure

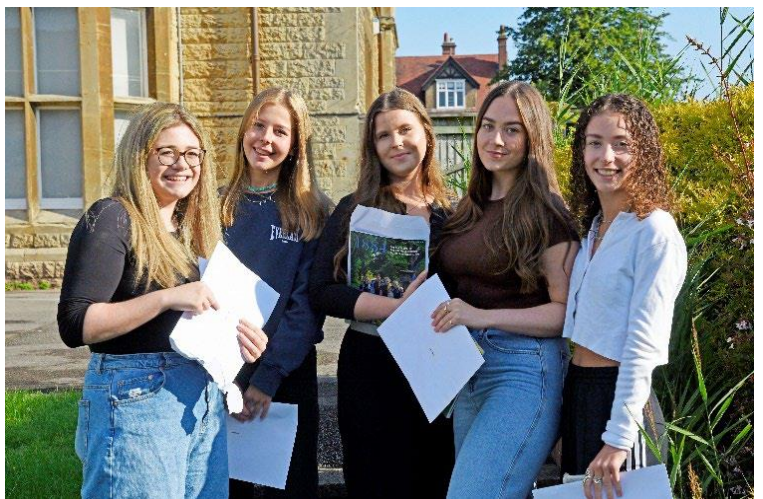
Warwick Independent Schools Foundation, known as “Warwick Schools Foundation”, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of the Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

‘To advance education by carrying on in or near Warwick, day and boarding schools for boys’ and girls’.

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Cleaning Manager.



Our Facilities

Warwick Campus

Home to some 2,600 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – saw the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

- W Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- W New landscaping, creating a series of pedestrianised Quads.
- W A shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- W Improved play space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- W A new home for the pupils of King’s High School.
- W A shared Music School for the pupils of King’s High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a few minutes’ drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the Sixth Form Centre.

Sports Development

A programme of enhanced sporting facilities across Warwick and Leamington sites is underway.



Warwick & Surrounding area

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants, and culture.

There are also many great places to live nearby. The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining, and nightlife.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.



Our schools are deeply connected to the local area. We are committed to developing our partnerships, for our Foundation to mean more to more people and, thanks to the generosity of The King Henry VIII Endowed Trust, Warwick and The Charity of Sir Thomas White, Warwick, and individual donors, extend a Foundation education to more young people. We know too that to fulfil our ambitions, we will need to draw on the generosity of our community: time, talent, and for those who can, financial.

James Barker, Head Master, Warwick School



Job Description

Post Title:

Cleaning Operative

Hours of Work:

6am – 9am and/or 4pm – 7pm (all year round)

Pay Banding:

Support staff point 11: £11.44 per hour.

Location:

On Site, Warwick Campus

Start Date:

As soon as possible

Reporting Lines

The post holder will report to the Cleaning Manager

Purpose of this Job Description:

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The post holder will assist the Cleaning Supervisor and have the daily responsibility of the allocated school building ensuring the most effective and efficient delivery of service to the school is achieved.

It is expected that the post holder will contribute to the continual overall improvement of the cleaning service provision to the schools. This will be achieved by supporting our in-house training scheme by participating in BICSc training, successfully passing the assessments, and thereafter adhering to its standards as this will improve our service delivery and efficiency.

Responsibilities

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass, or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials, and equipment, as instigated by your Cleaning Supervisor\Cleaning Manager.
- Working safely using correct warning signs, protective clothing, and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking PAT testing and visual checks of cables for wear and tear, and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to your Cleaning Supervisor\Cleaning Manager any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Ensuring Cleaning Supervisor\Cleaning Manager is aware of low stock levels of materials and equipment for which you are responsible.

- Assist in keeping chemicals and cleaning materials and equipment storage areas (Cleaning Cupboards) in a clean and tidy condition.
- To complete all training deemed necessary by the Cleaning Supervisor/Cleaning Manager.
- To ensure full compliance with COSHH regulations including correct dilution rates and usage according to the manufactures instructions and departmental Colour Coding.
- To comply with the quality policy within the Foundation Schools and actively comply with all aspects of customer care.
- To be punctual and complete all contracted hours and ensure the correct recording of these times are made via the appropriate clocking in system within the schools.
- To assist the Cleaning Manager and/or Cleaning Supervisor in providing cover in the absence of staff within the Foundation Schools.
- Any other duties within reason for the role as required by the Cleaning Manager and/or Shift Cleaning Supervisor.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

Health and Safety – As an employee you are expected:

1. to take reasonable care of your own health and safety;
2. to take reasonable care not to put other people (fellow employees, pupils, and members of the public) at risk by what you do or don't do in the course of your work;
3. to co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies;
4. not to interfere with or misuse anything that's been provided for your health, safety, or welfare;
5. to report any injuries, strains, or illnesses you suffer as a result of doing your job;
6. to tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury);

7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Particular H&S issues for this post are:

8. To use electrical equipment (polishers, vacuums, steam machines) in a safe and proper manner following all safety precautions including checking for damage to cables and plugs at the commencement and finish of usage.
9. To ensure full compliance with COSHH regulations to include correct dilution rates and usage according to manufacturer's instructions.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications & Experience/ Knowledge	<ul style="list-style-type: none"> Functional English Language skills Basic key skills COSHH Awareness Basic understanding of cleaning principles within an educational environment. 	<ul style="list-style-type: none"> Full training will be provided, but previous experience would be advantageous. Previous cleaning experience within an educational environment.
Skills/Abilities	<ul style="list-style-type: none"> Must after training be able to use all cleaning equipment and chemicals required safely. 	<ul style="list-style-type: none"> Previous experience using manual and electrical cleaning equipment.
Personal Attributes	<ul style="list-style-type: none"> A willingness to undergo any training that is required such as BICSc foundation level to undertake the role. Annual leave will be restricted at certain times of the year such as last week of August and first week of September as workload is high and full team complement is needed. 	
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> Understands their role in the context of safeguarding children, young people, and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Understanding of the requirements of Equality and Diversity 	

Remuneration

Salary: Support staff point 11: £11.16 per hour.

Shifts available:

- 6am – 9am and/or 4pm – 7pm (*all year round*)

Other benefits:

- W Competitive contributory pension scheme.
- W Staff Fee remission at our Warwick Campus.
- W Use of the Sports Complex for staff.
- W A strong, supportive staff community.
- W Free parking on site.
- W Employee Assistance Programme.

How to apply

To apply for this role please complete the application form found by following this link: [Application Form](#)

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submissions:

Please refer to the advertisement.

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity, and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

