



Warwick
Schools
Foundation



Information for Applicants

Cleaning Operative (TKS Pavilion Field)

To start: As soon as possible

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 cleaner to support the busy and thriving cleaning department.

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



About Warwick Schools Foundation

Warwick 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 while being an exceptional place to work and the first choice for those seeking independent education for their children.

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

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, and has recently extended its educational provision to boys as well as girls from 3-18.

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

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

The Warwick Schools Foundation is registered as both a Charity and a Company, with the governors serving as both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of 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 management of the Foundation to the Foundation Principal, who serves as the 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 2,500 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.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- 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 short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Cleaning Operative

Hours of Work:

06AM to 09AM, Monday to Friday

Salary range

Foundation payscale point 11.

Actual salary is equivalent to £10,599 per annum.

Location

TKS Pavilion Field

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 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 on all aspects involved in meeting the job requirements. It will also be used to communicate expectations about performance and to monitor effective performance.

Responsibilities

The Cleaning Operative will be permanently based at the TKS Pavilion Field and will maintain the Pavilion's cleanliness and hygiene standards and those of associated internal areas.

Duties will include cleaning changing rooms, toilets, washrooms, corridors, communal areas, offices and other designated spaces. This will involve dusting, vacuuming, sweeping, and mopping floors; sanitising toilets and washroom facilities; replenishing consumable supplies; emptying bins; and disinfecting high-touch surfaces. As this is a permanently based and potentially isolated position, the Cleaning Operative must use the

Foundation's lone-working device while carrying out their duties and follow all lone-working procedures at all times. The postholder will be expected to follow the agreed cleaning schedule, safely use and store cleaning chemicals and equipment, promptly report any maintenance, health and safety, or security concerns, and ensure cleaning cupboards and work areas remain secure and organised. The Cleaning Operative must also work in accordance with the Foundation's safeguarding, health and safety, COSHH and lone-working procedures, maintaining a professional and responsible presence on site at all times.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

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) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

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.

Job Description

Health and Safety

As an employee working at the TKS Pavilion Field, you are expected to:

1. Take reasonable care of your own health, safety and wellbeing while carrying out your duties.
2. Take reasonable care to ensure that your actions, or failure to act, do not place colleagues, pupils, visitors, contractors or other members of the public at risk.
3. Follow all Foundation health and safety procedures, risk assessments, COSHH requirements, cleaning procedures and safe systems of work relevant to your role.
4. Use the Foundation's designated lone-working device whenever required and follow the agreed lone-working procedures while working independently at the Pavilion Field. You must ensure the device is available, operational and carried with you as required during your shift.
5. Report any failure, loss or problem with the lone-working device immediately to your manager or supervisor.
6. Complete all required health and safety, safeguarding, COSHH, manual handling, machinery and lone-working training, and apply that training during your duties.
7. Use cleaning chemicals, machinery, equipment and personal protective equipment only as instructed and for their intended purpose. Cleaning products and equipment must be stored safely and securely after use.
8. Not interfere with, misuse, remove or disable any equipment or provision supplied for health, safety, security or welfare purposes.
9. Keep cleaning cupboards, storage areas, access routes and work areas secure, organised and free from avoidable hazards.
10. Promptly report hazards, defects, spillages, damaged equipment, maintenance issues, security concerns or unsafe conditions identified at the Pavilion or surrounding work area.
11. Report any accident, injury, strain, illness, near miss or other incident arising from your work in accordance with the Foundation's reporting procedures.
12. Inform your manager of any circumstance that may affect your ability to carry out your duties safely, particularly where this could affect lone working, manual handling, use of machinery or emergency procedures.
13. Where driving or operating cleaning machinery forms part of your duties, inform your employer if you are taking medication or have a condition that may affect your ability to operate equipment safely.
14. Follow all emergency, fire, evacuation, security and safeguarding procedures applicable to the TKS Pavilion Field and immediately report any serious health, safety, safeguarding or security concern.

Person Specification

	Essential	Desirable
Qualifications	• Demonstrates a strong foundation in professional cleaning practices, time management, and teamwork, with proven ability to maintain high standards of hygiene and workplace safety. • The post holder must be able to understand and act on all safety critical and safeguarding information, whether through English or supported communication methods.	• Desirable qualification demonstrating experience in commercial cleaning environments, safe handling of cleaning materials, ability to follow instructions and operate cleaning equipment, flexibility to adapt to varied tasks, and possession of basic key skills.
Experience/Knowledge	• Knowledge of basic cleaning practices and hygiene standards • Awareness of health and safety procedures (e.g., safe use of products and equipment) • Ability to follow instructions and cleaning schedules • Reliable and consistent approach to maintaining high standards • Basic understanding of infection control and safeguarding principles	• Experience in cleaning in a school, office, or commercial setting • COSHH awareness and training in safe handling of chemicals • Knowledge of using specialist cleaning machinery (e.g., buffers, carpet cleaners) • Experience working as part of a cleaning team • Understanding of sustainability and waste management practices
Skills/Abilities	• Attention to detail to maintain high cleaning and hygiene standards • Good time management to complete tasks within allocated hours • Ability to follow health and safety guidelines consistently • Reliability and punctuality with a consistent work approach • Ability to work effectively as part of a team and communicate clearly	• Ability to adapt quickly to changing priorities and schedules • Ability to use initiative to identify and resolve minor issues • Customer service skills when dealing with staff, pupils, or visitors • Willingness to undertake further training or development • Flexibility to provide cover for colleagues when needed
Personal attributes	• Positive attitude with a commitment to maintaining high standards • Dependable and trustworthy when working independently • Respectful and professional in dealing with staff, pupils, and visitors • Strong sense of responsibility for health, safety, and wellbeing • Willingness to work collaboratively as part of a team	• Enthusiasm for contributing to the wider school community • Demonstrates initiative in suggesting improvements • Flexible and open to working across different school sites if needed • Shows resilience when managing demanding workloads • Interest in developing new skills related to cleaning and facilities
Safeguarding Children, Young People and Vulnerable Adults	• 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	• Understands safeguarding and maintains professional boundaries with children and young people, ensuring a safe and respectful environment.
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	• Demonstrates understanding of Equality and Diversity, treating all individuals fairly and respectfully in a school environment.

Further Details

Working hours: 15 hours per week
Monday to Friday

Working weeks: 39.4 weeks per year
TT plus inset plus 4 weeks

Pay Banding: 11

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Staff Fee remission at our Warwick Campus.
- Death in Service benefits.
- Free parking on site.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

Appointment Method

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

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 workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission of applications : Sunday, 15th November at 12pm

Interview date: Between 16th to 20th November

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP