Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kimbolton Preparatory School

Cleaner
Required from 5th January 2027

Welcome from Claire Petrie, Head of Prep



I am delighted that you are interested in this important role at Kimbolton Prep School and I hope this candidate pack answers some of the questions you may have. At Kimbolton Prep School, we recognise how important the first years of education are. Our vision is to provide an outstanding, modern, all-round education that challenges children to become curious, courageous, and kind young adults capable of making a positive impact on the world. We encourage integrity and endeavour from the moment children join our community.

Our ethos is rooted in creating a collaborative, supportive, and inspiring environment for all. Kimboltonians work diligently, embrace personal responsibility, and are willing to take risks. Our Prep School culture is characterised by empathy, service, humour, and respect for diverse perspectives. Academic ambition is central, but we also place great importance on the overall happiness, well-being, success and growth of our pupils and staff.

If you would like to visit us or have any additional questions, please do not hesitate to get in touch. I look forward to hearing from you.

Claire Petrie
Head of Prep

Welcome from Will Chuter, Headmaster



Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Kimbolton Preparatory School

Job Description

Cleaner
Required From 5th January 2027

The School

Kimbolton School is fully co-educational (3 -18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 3-11).

Further information about the School can be found on the School website at www.kimboltonschool.com

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

Kimbolton School is seeking to recruit a reliable part-time Cleaner, for 15 hours per week, term time only which includes half term weeks (38.4 weeks per year), to support the Domestic Services team with the daily cleaning of the Prep School. Whilst the role will be mainly based within the Prep School, flexibility is required regarding the potential for working at the Senior School/Boarding Properties, as per the requirements of the school.

Main Duties

- Accountable to the Head of Estates and Operations at Kimbolton School for the satisfactory execution of duties both by method and time.
- Responsibility for the safe custody of cleaning machines, equipment and materials issued for the completion of duties, and for the reporting of defects, loss, etc. of such equipment.
- In cleaning, to adhere to the route, routine, schedule and method stipulated by the Head of Estates and Operations or his/her designated supervisors.
- To work as directed. This may be in any part of the School either individually or as part of a team in any task which has been allocated.
- To achieve maximum efficiency, cleaning operations will take place where and when it is convenient to users.

Terms and Conditions

Reporting to:	Head of Estates and Operations
Accountable to:	Chief Operating Officer
Hours of Work:	Monday – Friday, 17:00 – 20:00 (15 hours per week)
Remuneration:	£12.76 per hour (£8,381 per annum actual pay)
Pension:	The School offers a contributory pension scheme
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page.
Referees:	The names, addresses and telephone numbers of up to three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our website and follow the link to MyNewTerm.

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **Friday 11th December 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **Wednesday 16th December 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the Safeguarding Policy document. Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies