

Warwick
Schools
Foundation

Information for Applicants

Cleaning Operative – Weekends

To start : 7th November 2026

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 – Weekends to help a busy and thriving facility services on the Cleaning Department to.

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



Warwick Schools Foundation

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 in 2025 will extend its educational provision to boys as well as girls all the way from 3-18.

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

www.warwickschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwickschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

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



Warwick Schools Foundation

Organisational Structure

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 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.







Warwick Schools Foundation

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 Resouce





Warwick Schools Foundation

Job Description

Post Title:
Cleaning Operative - Weekends

Hours of Work:
07:30AM to 16:30PM (with 1 Hour unpaid break)

Salary range
Actual Salary - £10,575 per annum (£21.71 per hour)

Location
Warwick Campus

Start Date
Saturday 7th November 2026

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 exhaustive. It aims to provide a clear guide to all involved about the job requirements at the time of writing. It will also be used to communicate expectations about performance and to monitor effective performance.

Responsibilities
- Carry out routine and deep cleaning of classrooms, boarding houses, sports halls, theatres, offices, and communal areas.
- Ensure all facilities are clean, safe, and hygienic in line with Foundation standards and health and safety requirements.
- Support the readiness of spaces for weekend use, including boarding routines, fixtures, performances, community bookings, and special events.
- Undertake waste collection, disposal, and recycling duties, ensuring compliance with environmental and safety procedures.
- Operate cleaning equipment safely and report any faults, damages, or hazards promptly to the line manager.
- Follow safeguarding, health, safety, and infection control procedures at all times.
- Work collaboratively with colleagues, boarding staff, and events teams to ensure seamless service delivery.
- Ensure secure handling and storage of cleaning materials, following COSHH guidelines.
- Maintain professional standards of conduct, punctuality, and reliability.
- Undertake any additional cleaning duties reasonably required to support the smooth running of the Foundation's facilities.
- Safeguarding and Protection of Children and Young Persons

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 regard to safeguarding. In addition, offers of appointment will be subject to an sports 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.

Health and Safety
As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. 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 interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. 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.

Person Specification

	Essential	Desirable
Qualifications	• Ability to consistently achieve high cleaning and hygiene standards. • Proven capacity to complete tasks within set schedules. • Understanding safe use of cleaning products, equipment, and procedures. • Strong record of punctuality and consistent work performance. • Ability to work well with colleagues and follow instructions clearly. • The post holder must be able to understand and act on all safety critical and safeguarding information, whether through English or supported communication methods.	• Experience in a school, office, or commercial environment. • Knowledge of handling cleaning chemicals and materials safely. • Ability to follow written instructions, complete checklists. • Familiarity with machines such as vacuum cleaners and carpet cleaners. • Willingness to adapt to different cleaning tasks and cover additional hours when required.
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	• Friendly, reliable, and hardworking with a positive attitude. Shows initiative, takes pride in their work, and maintains high standards. Trustworthy, discreet, and respectful in a school environment.	• A positive attitude, flexibility, and willingness to learn. Able to adapt to changing tasks and work well with others in a school environment.
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: 16 hours a Week (AYA)

Working weeks: **44.4**

Pay Banding: 11

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Staff Fee remission at our Warwick Campus.
- Death in Service benefits.
- Free meals and refreshments provided during the working day.
- 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 : Monday 30th November at 12pm

Interview date: Week commencing Monday 30th 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