



ABINGDON



CLEANERS

Early applications are encouraged.

APPLICATIONS WILL BE REVIEWED UPON RECEIPT



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Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Schools Group. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the Group to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our websites, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Schools Group is a community of some 1650 students across Abingdon Prep, Abingdon School and The Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 380 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. We also have new facilities for Economics and Business Studies; and Computer Science, alongside two additional houserooms for the students. Furthermore we have recently added to our extensive sports facilities - both at Tilsley Park and on the senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we welcomed our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.

Abingdon School may be over 760 years old but we are a forward-looking, dynamic group of schools. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges".

Justin Hodges
Director of Finance & Operations

Job Description

The Abingdon Schools Groups employs around 500 staff across its three schools, Abingdon School, Abingdon Preparatory School and The Manor Preparatory School, as well as Abingdon School Enterprises, which manages commercial activities across all the sites, including Tilsley Park. The Group also engages with around 300 other staff including casual workers, self-employed coaches, visiting music teachers, volunteers and governors, meaning that the HR Department supports a workforce of over 800 staff in total.

The Housekeeping Department is responsible for maintaining a high standard of cleanliness across all Abingdon Foundation sites. Cleaners' overall objective is to clean designated areas of the School to the required standard.

This is not an exhaustive list of duties and the job holder should expect variances in job content to help achieve the efficient running of the School's facilities. The School's particular requirements may change from time to time and the job holder may therefore be required to undertake any other reasonable duties or provide any other reasonable service as requested by the Head of Housekeeping. Job duties and areas of supervisory and cleaning responsibility may be rotated so that staff are familiar and competent in all aspects of the role. It is anticipated that changes to duties or areas of responsibility will not be changed more frequently than once per term. Any change of area or duties will be notified to the job holder and will be within the general scope or responsibilities of this role.

The job holder's medical fitness to undertake the necessary duties of the role is of particular importance. The role may require:

- lifting;
- manual handling;
- carrying;
- operating machinery;
- working at heights;
- use of stairs; and
- lone or isolated working.

If the job holder has a physical or mental health condition which may impact on their ability to carry out their role and/or for which reasonable adjustments may be required, this should be discussed confidentially with a relevant line manager or the HR team as soon as possible. The School will consider any reasonable adjustments.



Job Description

The Role

Location: Abingdon School & Abingdon Prep School

Department: The Housekeeping Department

Duties will include, but not be limited to:

- To clean a range of school areas as stipulated within a timescale and to the required standard. Areas include:
 - Pupil bedrooms
 - Common rooms
 - Bathrooms, showers and toilets
 - Kitchens and pantries
 - Communal areas and public spaces
 - Staircases
 - Teaching and study areas
 - Off-site school property
 - Sports Centre
- To carry out cleaning duties:
 - On a variety of surfaces
 - In a variety of buildings and at different floor levels
 - Floors, worktops, shelves and on top of furniture
 - Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
 - Using a range of non-hazardous cleaning products in accordance with instructions and training
- To use specialist cleaning equipment such as steamers, carpet cleaners, scrubber dryers and rotary machines in accordance with instructions and after completing additional training.
- To carry out deep cleaning of allocated areas as required, for example: at the end of term before term starts and after building works or maintenance tasks.
- To ensure that stocks of cleaning products are maintained.
- To strip and make beds.
- To empty bins and carry bin bags to designated collection points.
- To comply with statutory requirements and school policies by:
 - Carrying out duties in accordance with training and instruction received
 - Using the appropriate colour coded mops, buckets and cloths as instructed during training
 - Using only cleaning products and equipment supplied by the School
 - To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
 - To report all maintenance requirements appropriately.
 - To report possible pupil welfare issues to the Deputy Cleaning Supervisor or Head of Housekeeping.
 - To attend and take part in all in-house training and staff meetings.
- To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.
- To undertake any other reasonable duties or provide any other reasonable service as requested.

Person Specific Criteria

Essential Qualities

- Able to communicate clearly and to understand and follow instructions.
- Punctual and reliable with a flexible approach.
- Able to manage time effectively, prioritise work and complete tasks to a high standard.
- Able to work with minimum supervision.
- Able to work independently as well as working effectively as a member of a team.
- Values and respects the different experiences, ideas and backgrounds which others can bring to work and teams.
- Mental and physical fitness to carry out the duties of the post.
- Displays commitment to the principles of equity, diversity and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

Desirable Qualities

- Experience of undertaking general cleaning duties.



Further Information

Hours and weeks of work

We currently have a variety of Cleaning positions in the House keeping department. They are all permanent positions but the working location and hours vary so please see further details below:

- Position 1: This position is based at **Abingdon School** and working 15 hours per week, term time plus (38.4 weeks plus 5.6 weeks holiday, a total of 44 weeks). The standard hours of work are 5.30am to 8.30am, Monday to Friday.
- Position 2: This position is based at **Abingdon Prep School** (Located at Frilford, Oxon) and working 15 hours per week, term time plus (38.4 weeks plus 5.6 weeks holiday, a total of 44 weeks). The standard hours of work are 5.00am to 8.00am Monday to Friday.

The roles will be entitled to paid annual leave of 5.6 weeks. This is included in your overall annual salary and is required to be taken during the school holidays.

Salary

The Full Time Equivalent (FTE) cleaning salary for a member of support staff who works 40 hours per week all year round (52.14 weeks) is £27,303 per annum.

The hourly rate for the Cleaner role is £13.09.

The salary for position 1 is:

15 hours x £13.09 x 44 weeks is £8,639 per annum including holiday pay

The salary for position 2 is:

15 hours x £13.09 x 44 weeks is £8,639 per annum including holiday pay

Notes

- These roles are to start from 01 November 2026 or as soon as the successful candidates are able to.
- After successful completion of a 4 month probationary period, the notice period for this role is 1 month.
- For an informal discussion about the role please contact Caroline Pimm, Head of Housekeeping, initially via email to: recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and will be reviewed within 2 weeks of receipt. The advert will remain open until the role is filled.
- All applicants should apply via MyNewTerm, our recruitment portal. CV's are not accepted. Alternatively candidates may wish to contact the recruitment team to request an electronic application form.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application.

Further Information

Training Requirements

The following mandatory training will be provided: COSHH, Cyber Security, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety, Legionella Awareness and Basic Principles of Legionella Control, Lone Working, Manual Handling, Personal Protective Equipment (PPE), Prevent, Safeguarding, Sexual Harassment Awareness and Spill Kit (Bodily Fluids) Training.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All staff are required to confirm that they have read and understood the School's Health and Safety Policy.



Benefits of working at Abingdon

Annual Leave:

You'll get 5.6 weeks paid time off each year. Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.



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92% of our staff say the facilities and resources for staff are good
(2026 staff survey)

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Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.



Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.



Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.





School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Refreshments:

Free refreshments are available to Housekeeping staff during their breaks.



Everyday Perks

Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

99% of our staff say they have good working relationships with their immediate colleagues (2026 staff survey)

How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an application. Please note we are unable to accept CVs, testimonials or examples of work. Alternatively you may wish to email the Recruitment team at **recruitment@abingdon.org.uk** for an Application Form (This is an application form template in Word that can be typed into and some candidates may find this easier than using the portal).

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our Recruitment Team at 01235 849136 or **recruitment@abingdon.org.uk**.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

**A leading independent co-educational day and
boarding school in Oxfordshire for pupils aged
11 to 18 years.**