



ABINGDON



CLEANING SUPERVISOR

The position will remain open until we have successfully filled the role.

Early applications are encouraged. We may make an appointment prior to the advertised closing dates.



Contents

PAGE 03	<u>Message From The Director of Finance & Operations, Justin Hodges</u>
PAGE 04	<u>Job Description</u>
PAGE 07	<u>Person Specific Criteria</u>
PAGE 08	<u>Further Information</u>
PAGE 11	<u>Benefits of Working at Abingdon</u>
PAGE 13	<u>How to Apply</u>

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. 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 school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly 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. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. 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". The signature is written in a cursive, slightly stylized font.

Justin Hodges
Director of Finance & Operations

Job Description

The Abingdon Foundation employs around 400 staff across its two schools, Abingdon School and Abingdon Preparatory School, as well as Abingdon School Enterprises, which manages commercial activities at the Sports Centre, Tilsley Park and the Amey Theatre. The Foundation 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 700 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

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.

Job Description

The Role (cont.)

In addition to the previous duties, the Cleaning Supervisor will also be required to:

- Supervise a team of cleaning staff within a specified area to ensure high standards of cleanliness are achieved.
- Provide feedback to individual cleaning staff on cleaning where necessary and to liaise with the Head of Housekeeping regarding standards.
- Support the Head of Housekeeping in motivating and guiding cleaning staff in that area, helping to create a positive, productive working environment focussed on delivering a high quality customer service.
- Log and report to the Head of Housekeeping accidents, sickness, absence and other incidents in the relevant area.
- Implement and monitor work schedules and ensure operational effectiveness of relevant area.
- Propose any changes to arrangements in that area to improve operational effectiveness, if relevant, to the Head of Housekeeping.
- Coordinate the arrangements for cover in the event of any absences for staff and for special events (including evening and weekends) in the area.
- Identify any staff training needs and highlight these to the Head of Housekeeping.
- Support staff with use of email and IT, including accessing online training.
- Ensure that the correct equipment is being used by staff.
- Ensure effective monitoring, ordering and auditing of cleaning materials and stock control in the area.
- Ensure the cleaning cupboards in the area are to the required cleaning cupboard standard.
- Take responsibility for reporting maintenance defects observed in the area to the helpdesk.
- Attend regular meetings with the Head of Housekeeping and other members of the supervisory team.



Person Specific Criteria

Essential Qualities

- Experience of undertaking general cleaning duties.
- 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.
- Experience of undertaking general cleaning duties.
- Able to guide staff and listen to staff feedback.
- Able to monitor levels of attention to detail and to identify possible improvements.
- Able to help other staff manage their time effectively to complete tasks to a high standard.
- Able to help other staff prioritise their work.
- Awareness of health and safety issues.
- Good basic IT skills, including use of email.
- Able to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery.
- Able to demonstrate an understanding of why customer service is important in employment and service delivery.
- Willingness to undertake any additional training relevant to the role.
- 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 staff supervision.

Further Information

Hours and weeks of work

This is a permanent position working 15 hours per week, term time plus (44 weeks a year). The standard hours of work are 05.30 to 08.30am, Monday to Friday.

The role will be entitled to pro-rated paid annual leave of 5.6 weeks. This is included in the rate of pay and is required to be taken during the school holidays.

It is expected that the Cleaning Supervisor will work standard morning shift hours wherever possible (05:30 - 8.30am) but there may be the opportunity for some flexibility. Overall working hours may be adjusted to take account of additional supervisory requirements such as attending supervisor meetings or variable staff working patterns within the area. Staff will receive a paid 20 minute uninterrupted statutory rest break if they are working over 6 hours a day.

The Cleaning Supervisor role works term time plus, for a total of 44 weeks per year. This is based on the 34 weeks of Abingdon School published term dates (including all Inset days) plus an additional 10 weeks (50 days) to be worked during school holidays according to the School's own cleaning calendar. Applicants should be aware that some of these required additional cleaning days may be during maintained/state school holiday periods.

Salary

The Full Time Equivalent (FTE) Cleaning Supervisor salary for a member of support staff who works 40 hours per week all year round is £27,771.54 per annum. This equates to £13.32 per hour excluding holiday pay.

The salary for this position is **£10,061.63 based on working 15 hours a week (0.3623 FTE)**.

This is calculated as follows:

A full time person works 40 hours a week for 52.14 weeks a year, a total of 2085.6 hours a year.

This position works 15 hours a week x 44 weeks a year = 660 hours a year.

$660 / 2085.6 = 0.31654 \times 0.145$ (holiday pay) = 0.3623 FTE.

$0.3623 \times £27,771.54 = \mathbf{£10,061.63}$ per annum.

Further Information

Notes

- This role is to start as soon as possible.
- After successful completion of a **6 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 on receipt. We aim to reply to all applications within 2 weeks. The position will remain open until we have successfully filled the role.
- All applicants should apply via our recruitment portal. CV's are not accepted.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form via MyNewTerm (our Recruitment Portal).



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 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 Foundation's Health and Safety Policy.



Benefits of working at Abingdon

Annual Leave:



You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

“91% of our staff say the facilities and resources for staff are good (2025 staff survey)”

Time Off & Flexibility



Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



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.



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.



Financial & Family Support

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.



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).

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

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.



Free Parking:

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



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.



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 (2025 staff survey) ”

How to Apply

APPLY NOW



To apply, please go to our [Recruitment Portal](#).

Please do not upload CVs, testimonials or examples of work.

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 HR Department 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

**independent day and boarding school
for pupils aged 11 to 18 years**

Co-ed from 2026