

DULWICH COLLEGE
FOUNDED 1619

Cleaning Manager

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

The Cleaning Manager manages the in-house cleaning operation, delivering a high quality and effective cleaning service all year round.

The operation is currently comprised of a day Janitor, Sports Centre Cleaners, a team of Classroom Cleaners, Supervisors and a night team of Hygiene Operatives.

The College is home to a mixture of new and older buildings including the Grade II listed Barry Buildings. Cleaning is undertaken in line with each buildings individual requirements and the department are working to increase the usage of eco cleaning products and materials to support the College's sustainability goals.

This role will suit a multi-tasker with excellent organisation skills. Experience of managing cleaning on a large and complex site is a must.

[Job title](#)

Cleaning Manager

[Reporting to](#)

Head of Facilities

[Period of employment](#)

Permanent

[Hours of work](#)

40 hrs per week, all year round

[Salary](#)

£40,000 per annum

Tasks and duties

Operations and Compliance

- To develop a measured output specification and monitor the operation to ensure the delivery of the service is fit for purpose, responding to feedback and seeking advice where necessary.
- To coordinate all ad-hoc internal and external requests for cleaning.
- Manage external cleaning contractors that may be engaged by the College, including assisting with the tendering/appointment process.
- Prepare work schedules.
- Carry out regular team briefings.
- Manage and maintain a developing asset list fit for purpose.
- Create and maintain all compliance documentation including RAMS, COSHH and SOPs.
- Ensure that all hazards and risks are assessed, documented and disseminated.
- Ensure that all members of the cleaning team are sufficiently trained (including the proper use of machinery and PPE) to be able to undertake their duties.
- Carry out ad-hoc inspections to ensure that cleaning standards are being maintained and procedures are being followed.
- Ensure that all College policies and procedures are followed.

Line Management and Recruitment

- Lead the department, demonstrating good practice.
- Have line management responsibility of Cleaning Supervisors, Classroom Cleaners and Sports Centre Cleaners.
- To recruit new staff in line with College policy and procedure.
- Coach and develop the management and supervisor team.
- Deliver and maintain training and training records.



**Finance**

- Ensure that all invoices are checked and discrepancies are followed up in a timely manner.
- Ensure that invoices and related paperwork are provided to the Finance department for payment in a timely manner.
- Manage current contracts in place (window cleaning, sanitary etc) to ensure they continue to be cost effective and provide value for money.
- Order cleaning products and materials for Stores and the College that are in line with the College's sustainability goals.
- Complete and return payroll timesheets in line with payroll deadlines.
- Document and manage the cross charging from departments.

Additional Duties

- Liaise with the Head of Facilities to ensure that all out of hours cleaning operates within the College's security procedures.
- Work in conjunction with the Sports Department.
- Manage and administer ad hoc cleaning requirements for the Events Department.
- Any other duties that may be reasonably required of the Cleaning Manager.



Person Specification

	Essential	Desirable	Assessment
Experience of managing a cleaning operation on a large and complex site	Y		Application Form Interview
3+ years of managerial experience including line management	Y		Application Form Interview
Working knowledge of health and safety legislation and best practice	Y		Application Form Interview
IOSH Qualification Y Application Form		Y	Application Form Interview
Good Knowledge of cleaning machinery operation	Y		Application Form Interview
Good Knowledge of textiles and sympathetic cleaning for listed buildings	Y		Application Form Interview
Experience of reporting and working with senior managers		Y	Application Form Interview
Membership of British Institute of Cleaning Science (BICSc)		Y	Application Form Interview
Excellent organisation skills and meticulous attention to detail	Y		Application Form Interview
Ability to manage differing priorities and work under pressure to meet deadlines	Y		Application Form Interview
Calm under pressure	Y		Interview
Ability to build good working relationships	Y		Interview
Willingness to promote the safeguarding and welfare of pupils	Y		Interview
Ability to use relevant ICT effectively e.g.MS Office suite	Y		Application Form Interview
Enthusiasm, energy and initiative	Y		Interview
Excellent Communication skills both verbally and in writing	Y		Application Form Interview



Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

Monday 9th March 2026

Interview date

Date to be confirmed

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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