SEVENOAKS SCHOOL

BOARDING HOUSE CLEANER

THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 pupils from the age of 11 to 18.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

Further information about the school can be found at: www.sevenoaksschool.org.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE ROLE

Sevenoaks School is seeking to appoint a part-time Boarding House Cleaner on a permanent basis. The school Boarding House(s) accomodate approximately 58 students per house.

This position covers a wide range of duties and skills, some of which are listed below. The applicant should be able to work unsupervised and plan work in terms of time and materials, in order to maximise efficiency. The cleaner should ensure that good Health & Safety practices are followed at all times and should be discreet, with initiative and able to get on well with the other members of staff. The role reports into the Boarding House Matron.

MAIN DUTIES AND RESPONSIBILITIES

Boarding houses are residential settings which include bedrooms and bathrooms for the pupils plus common rooms and kitchens that they share. Specific responsibilities will vary for each boarding house, but the following is a list of the core responsibilities:

- To maintain a professional relationship with pupils at all times, observing good practice under the school's Child Protection Policy.
- To clean and tidy a designated area to a high standard, observing good practice and maintaining high hygiene standards.
- To spray and wipe surfaces, hoover, tidy bedrooms and common areas and make beds.
- To check and clean off any fingerprints on glass panels of doors.
- To clean shower/bathroom areas as instructed.
- To replenish soap and towel dispensers as required.
- To undertake deep cleans during school breaks. This involves a thorough clean of the whole house as part of a team.
- To maintain normal high standards of cleaning in any letting periods.
- To follow Health & Safety procedures and safe working practices, appropriate to the task in hand.
- To report any illness or skin problems to the Matron promptly.
- To report damage or breakages to the Housekeeper or Matron promptly.
- To cover for colleagues who may be absent.
- To be aware of the school's policies relating to Boarding Houses.
- To carry out any other reasonable task as directed by the Matron and house management.

PERSON SPECIFICATION

The Cleaner should possess the following qualities:

- To be reliable and punctual.
- To be able to work unsupervised.
- To have good communication skills.
- To be flexible, adaptable and thorough.
- To have previous cleaning experience is desirable but not essential.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

The basic hours worked will be 25 hours per week, 5 hours per day, Monday-Friday, either 08.00 – 12.00 or 09.00 – 13.00. This is an all year round role (52 weeks per year).

The right candidate should also be able to work Saturday mornings (2.5 hours) on a rota basis (around one per term).

SALARY

Based on the hours above, the salary will be around £17,019 per annum, Based an FTE of £27,229.90 (£13.09 per hour).

BENEFITS

- Pro-Rata holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Access to Sevenoaks School Savers, a retail discount scheme
- Optional Benenden Health membership (employee funded)
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please submit your up to date CV and covering letter via our website https://www.sevenoaksschool.org/work-at-sevenoaks/.

The closing date for applications is 04/11/2026 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.