

# ST PAUL'S CATHEDRAL SCHOOL



## **Post: Cleaning Operative**

We are pleased to be advertising for the post of Cleaning Operative as part of the wider domestic and estates team supporting the pupils and staff at St Paul's Cathedral School.

### **The Opportunity**

I am delighted that you are considering this opportunity to work at one of the City's leading independent Pre-Prep and Prep schools.

This role would suit a range of candidates who are committed to working in a school community, and who are kind, compassionate individuals committed to maintaining a high standard of cleanliness and hygiene within the school environment. The school continues to grow it's pupil numbers from 260 to 290 pupils this September. We are also increasing the number of boarding pupils hence the need to increase capacity within our domestic teams.

The position is line managed by the Cleaning Supervisor and we will be looking for up to 20 hours per week, 4 hours per day for Monday to Friday.

## **School Context**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 290 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter.

Until September 2023, all Choristers were boys; we have recruited our first girl Probationers who are currently Day Pupils. From September 2025 girl Choristers will take up boarding places, following a major refurbishment of what is now staff accommodation and will become a second boarding house.

## **Job Description**

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- i. To clean classrooms, washrooms, and common areas inside and out of the school building.
- ii. To use cleaning equipment such as vacuum cleaners and floor buffers.
- iii. To help clean school facilities such as the minibus and astro pitches.
- iv. To be confident storing and using COSHH materials.
- v. To read risk assessments and understand how to use the equipment and materials.
- vi. To follow the Health and Safety procedures in the school.
- vii. To undergo team training for fire duties, first aid and other mandatory courses.

### **Person Specification**

This post would suit a candidate from a variety of backgrounds. Whilst desirable, previous experience in a school is not absolutely necessary. Cleaning and or Health & Safety experience in the public or private sector would be very beneficial. The school will offer professional development through its membership of professional school bodies and site consultants.

#### **Essential:**

Committed to the safeguarding of children  
Committed to working in a school environment  
Ability to be flexible and work as part of a team  
Good understanding of working safely  
Reliable and supportive as an employee

#### **Desirable:**

Previous school experience.  
A DIY skill.

## **Terms and Conditions**

This post is being advertised as part time, permanent after a period of probation of one term.

There is a generous holiday allowance of 30 days plus bank holidays. The school is prepared to be flexible with daily timings but this could be:

12pm to 4pm

Or other combinations of 5 x 4 hours per day.

The salary will be paid at the London Living Wage +4%, £13.67 per hour.

The school will contribute 6% towards your pension scheme (employee at 2%).

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

## **Application**

Application forms are available on the school website (vacancies page). Please email the HR department: [tkeller@spcs.london.sch.uk](mailto:tkeller@spcs.london.sch.uk)

Applications are welcome from diverse backgrounds.

The closing date for the post is Monday 25<sup>th</sup> November or earlier if the school finds the right candidate. There will be an opportunity to have a pre-visit on site.

## **Safeguarding Statement**

*Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.*