



WINCHESTER
COLLEGE



SUMMER DOMESTIC CLEANER
CANDIDATE INFORMATION PACK



CLOSING DATE FOR APPLICATIONS 01.05.2026

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

PART ONE

ABOUT THE ROLE

Winchester College Enterprises oversee the management of all summer schools, who offer courses on the College campus during the holidays. Residential courses are accommodated in the various boarding houses, and the Enterprises team are now recruiting for domestic cleaners in these houses, on a short term summer contract.

Domestic cleaners should be able to work as part of a small team with responsibility for the cleanliness of allocated areas of a boarding house. There will be times when they will be expected to work unsupervised, and they will be expected to be flexible and cover for absent staff when required.

No experience of cleaning is required, and training will be provided. However, they will be expected to be organised and have an attention to detail and must continue to be capable of meeting the physical requirements of the post.



PART TWO

RESPONSIBILITIES OF SUMMER DOMESTIC CLEANER

Key Responsibilities

Domestic cleaners should be able to work as part of a small team with responsibility for the cleanliness of allocated areas of a boarding house. There will be times when they will be expected to work unsupervised, and they will be expected to be flexible and cover for absent staff when required.

No experience of cleaning is required, and training will be provided. However, they will be expected to be organised and have an attention to detail and must continue to be capable of meeting the physical requirements of the post.

The cleaning team will work in the boarding house(s) under the day-to-day supervision of the Supervisor. Main duties are:

- To clean allocated areas e.g. dining room, bathrooms, dormitories, communal areas, classrooms and stairways to the expected high standard. The type of cleaning will depend on the area but may involve emptying bins, sweeping, mopping, dusting, polishing and vacuuming. This list is not exhaustive.
- To change bedding on a weekly basis and occasionally turn or change mattresses.
- To keep up to date with cleaning methods and to undertake regular Health & Safety training, as required.
- To be able to lift reasonably heavy items such as cleaning equipment, laundry bags etc.
- To periodically clean the insides of windows. Sometimes this might involve using a stepladder.
- To immediately report any defects or safety hazards and any accidents, however small, to the Supervisor.
- To undertake any other tasks when reasonably requested by the Supervisor.

Reporting Lines

The cleaning team will work in the boarding house(s) under the day-to-day supervision of the Domestic Supervisor, who in turn will report to the Head of Events in the Enterprise department.



PART THREE

PERSON SPECIFICATION AND KEY QUALITIES

Professional Experience

Although preferred, previous or professional cleaning experience is not required. However, all applicants must be willing to work to the required high standard of cleanliness expected and required within the College boarding houses.

Skills and Knowledge

Attention to detail and a desire to work ensure your work is to the highest possible standard are essential. No former experience is necessary but is always beneficial.

Knowledge of COSSH and current health and safety procedures is an advantage. Training will be provided.

Personal Attributes

- A positive attitude, and willingness to work within a small team.
- Reliable and punctual time keeping on a consistent basis.
- Attention to detail
- A suitable level of fitness to enable easy movement around a large boarding house.



PART FOUR

BENEFITS, TERMS AND CONDITIONS AND APPLICATION

Start Date

This is a short term, zero-hours position, starting from Monday 29 June 2026.

Hours of Work

Between the dates of Monday 29 June 2026 and Wednesday 2 September 2026, between 20-42 hours available per week, times range from 8.30am – 4.00pm, dependant on contract agreement, and will ideally be Monday to Saturday inclusive.

Salary

£12.71 per hour plus holiday pay, totalling £14.41 per hour

Induction and Continuous Training and Development

COSHH training will be provided at a domestic staff induction day before commencement of the role.

Pension and Life Cover

This short term contract does not attract the benefits of pension or life cover.

Annual Leave

N/A – Any holiday taken is subject to agreement by the head of department and will be on an unpaid basis. Holiday pay is accrued and paid on an hourly basis as laid out above

Wider Benefits

The College's benefit schemes do not apply for this short term contract

Probation, Notice Periods

The notice required by either party to terminate employment during this short term contract will be one week.

Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Closing date for applications: Midnight on 01.05.2026

Interviews are expected to be held during **April-May**.

Those wishing for an informal conversation about this role are invited to speak to **Phillip Holroyd Smith**, Head of Events, prhs@wincoll.ac.uk.

If you have any questions about this vacancy or the recruitment process, please email recruitment@wincoll.ac.uk.

APPLY HERE

Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: dataprotection@wincoll.ac.uk or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



PART FIVE

ABOUT WINCHESTER COLLEGE

Winchester College was founded in 1382 by a radical educational reformer and has since been shaped by centuries of tradition.

Today, the School has 735 pupils. Over time, the School plans to admit up to 40 day pupils into the Sixth Form each year (around half of whom will be girls) and up to 60 girl boarders. This will bring the total School population to around 900 pupils, similar in size to Rugby and Harrow, but smaller than Sevenoaks, Oundle, Wellington and Eton. The number of boys boarding at 13+ will remain the same.

A recent milestone in Winchester's history is the merger with The Pilgrims' School, one of the leading academic prep schools for boys. The merger strengthens the historical ties between the two schools, ensuring that we both continue to provide an education of exceptional quality and breadth, while also creating new opportunities for increased collaboration and innovation.

The College has also recently completed a brand review and refresh, designed to provide prospective families with a clearer, more distinctive impression of what makes Winchester unique, and to sharpen the way we communicate our core values and messages.

Find out more

WHY WINCHESTER COLLEGE? 

EMPLOYMENT 

A photograph of a group of students in a classroom, looking up and holding papers, with text overlaid. The students are wearing dark blue suits and white shirts. The background is a blurred classroom setting with a window and a light fixture.

ORIGINAL
THINKING

SINCE 1382

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