

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 permanent, part-time Boarding House Cleaner, working 20 hours per week throughout the year.

This role is not fixed to a single boarding house, and the successful applicant will be expected to demonstrate flexibility by working across different teams as required.

The role is non-residential, and accommodation will not be provided.

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.

REPORTS TO

This role reports into the House Matron of their assigned Boarding House.

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:

- Maintaining a professional relationship with pupils at all times, observing good practice under the school's Child Protection Policy.
- Cleaning and tidying a designated area to a high standard, observing good practice and maintaining high hygiene standards.
- Spraying and wiping surfaces, hoovering, tidying bedrooms and common areas and making beds.
- Checking and cleaning any fingerprints on glass panels of doors.
- Cleaning shower/bathroom areas as instructed.
- Replenishing soap and towel dispensers as required.
- Undertaking deep cleans during school breaks, which involves a thorough clean of the whole

house as part of a team.

- Maintaining normal high standards of cleaning in any letting periods.
- Following Health & Safety procedures and safe working practices, appropriate to the task in hand.
- Reporting any illness or skin problems to the Matron promptly.
- Reporting damage or breakages to the Housekeeper or Matron promptly.
- Covering for colleagues who may be absent.
- Being aware of the school's policies relating to Boarding Houses.
- Carrying out any other reasonable task as directed by the Matron and house management.

PERSON SPECIFICATION

The Cleaner should possess the following qualities:

- Reliability and punctuality.
- The ability to work unsupervised.
- Good communication skills.
- Flexibility and adaptability.
- Previous cleaning experience is desirable but not essential.
- Able and willing to move between boarding houses due to the flexible nature of the role is essential.

HOURS

The basic hours worked will be 20 hours per week, working 4 hours a day, from Monday to Friday, 08.00 - 12.00 (09:00-13:00 may be considered).



This is an all year round role (52 weeks per year).

Candidates should also be able to work 4-6 Saturdays a year, on a rota basis.

A break of 10-15 minutes during working hours will be at manager's discretion.

SALARY

A Full Time Equivalent salary of £26,436.80 is available for this position, based on an hourly rate of £12.71 an hour.

Based on the hours above, the pro-rata salary would be around £13,218.40, not including the rota hours.

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
- Sevenoaks School Savers retail discount scheme
- Fee remission policy (terms apply)

NOTE

This job description is not intended to be a comprehensive statement of procedures and

responsibilities, but instead sets out the principal 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.

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 via our website <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 24/05/2026 at 23:59.

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.