

Housekeeping Assistants

Term time plus 10 days

Be part of something exceptional

Housekeeping assistants wanted, flexible hours on offer, but our preferences would be:

Housekeeping Assistant (1)

- Monday and Friday – 5am-8am or 4pm-7pm
- Tuesday, Wednesday and Thursday - 5am-8am or 5pm-8pm

Housekeeping Assistant (2)

- Monday to Friday 5am-11am or 1pm-7pm

 **Start Date:** ASAP

 **Hours and days** will be discussed in more detail at interview

 **Competitive salary** + excellent benefits

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, an Enhanced DBS check, online searches and safer recruitment procedures.

A Message from the Head of School

Thank you for your interest in joining the team at St John's School.

Our school is a vibrant, welcoming community where every member of staff plays an important role in creating an environment in which children can thrive. Whether working in the classroom, the boarding houses, the dining room, the school office or behind the scenes, each colleague contributes to the exceptional experience we provide for our pupils and their families.

We are proud of our warm and inclusive culture, where kindness, respect and teamwork are at the heart of everything we do. We believe that our staff are our greatest asset and are committed to supporting their professional development, wellbeing and success.

If you are someone who takes pride in your work, enjoys being part of a supportive team and wants to make a genuine difference every day, we would be delighted to hear from you.

Thank you for considering St John's School. We look forward to welcoming talented and enthusiastic individuals who share our commitment to providing an outstanding education and an exceptional environment for every child.

Head of School

Do you take pride in creating clean, welcoming spaces? Are you reliable, hardworking and enjoy being part of a friendly team?

St John's School is looking for dedicated Housekeeping Assistants to join our Housekeeping Team. This is much more than a cleaning role—you will play an important part in ensuring our pupils, staff and visitors enjoy a safe, clean and beautiful environment every day.

Nestled on the stunning Jurassic Coast in Sidmouth, St John's School is a thriving independent day and boarding school where every member of staff contributes to the success and wellbeing of our community.

What you'll be doing

Working alongside our experienced Housekeeping Team, you'll help maintain our classrooms, offices, boarding accommodation, sports facilities and communal areas to an exceptional standard.

Your work will include:

- Maintaining high standards of cleanliness across the School
- Preparing classrooms, offices and meeting spaces
- Replenishing washrooms and hygiene stations
- Supporting periodic deep cleaning programmes
- Operating professional cleaning equipment safely
- Helping to create a welcoming environment for pupils, families and visitors

No two days are ever the same!!!

We're looking for someone who is:

- ✿ Reliable and trustworthy
- ✿ Takes real pride in their work
- ✿ Friendly, positive and approachable
- ✿ Able to work independently and as part of a team
- ✿ Committed to maintaining high standards
- ✿ Willing to undertake training and development

Why join St John's School?

We believe our staff are our greatest asset. When you join us, you'll become part of a welcoming and supportive community where your contribution is genuinely appreciated.

Benefits include:

- ▶ Beautiful working environment in the heart of Sidmouth
- ▶ Friendly and supportive team
- ▶ Opportunity to work within a respected independent school
- ▶ Competitive salary package
- ▶ Pension scheme
- ▶ Discount on school fees (subject to terms)
- ▶ Employee Assistance Programme
- ▶ Free lunch and refreshments
- ▶ Free On-site parking

Safeguarding

St John's School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to an Enhanced DBS check, satisfactory references and pre-employment checks.

We'd love to hear from you.

If you're someone who enjoys making a difference behind the scenes and takes pride in creating exceptional environments, we'd be delighted to receive your application.

Come and help us make St John's School shine!!!

Apply Now

Further details and an application pack are available via our website. We warmly encourage early applications.

Closing date: 17 July 2026

Interviews: To be confirmed

Housekeeping Assistant

Job Description & Person Specification

Job Title: Housekeeping Assistant

Responsible to: Head Housekeeper

Purpose of the Role: To work as part of the Housekeeping team to maintain the highest standards of cleanliness, hygiene and presentation throughout St John's School. The postholder will help ensure that the School provides a clean, safe and welcoming environment for pupils, staff, parents and visitors.

Key Responsibilities

- Carry out daily cleaning schedules across classrooms, offices, meeting rooms, sports facilities, communal areas and boarding accommodation where applicable
- Maintain washrooms, replenish consumables and hygiene stations
- Prepare rooms for meetings and school events
- Operate cleaning equipment safely and correctly
- Undertake periodic deep cleaning including carpets, windows, floors, blinds, walls, upholstery and light fittings
- Respond promptly to emergency cleaning situations
- Dispose of waste safely and support recycling initiatives
- Report maintenance, security or health and safety concerns
- Maintain cleaning stores and equipment
- Use cleaning chemicals in accordance with COSHH
- Attend mandatory training including Safeguarding, Health & Safety, Fire Safety, COSHH and Manual Handling
- Maintain confidentiality at all times
- Undertake other reasonable duties requested by the Housekeeper

Safeguarding Responsibilities

- Safeguard and promote the welfare of children and young people
- Report safeguarding concerns immediately in line with School procedures
- Maintain professional boundaries
- Complete mandatory safeguarding training

Person Specification

Essential	Desirable
Excellent attention to detail	Previous cleaning experience
Reliable and trustworthy	School or boarding experience
Good communication skills	COSHH knowledge
Able to work independently and within a team	Commercial cleaning machinery experience
Commitment to safeguarding	First Aid awareness
Willingness to undertake training	Infection prevention knowledge

General

This job description is not exhaustive and may be amended to meet the changing needs of the School. All staff are expected to support the ethos and values of St John's School.

Application for Employment – Teaching

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Job reference:
School:	Closing date:

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Previous Name(s):
	NI Number:
	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:

Name of employer:	
Job title:	Salary spine point (please also detail any allowances):
Dates from / to:	
Key responsibilities:	

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary, on a separate sheet.

3. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title including, if applicable, subject and areas taught and any responsibilities	Employer/School and LA (if applicable) including age range and number on roll	Dates From - to (month & year)	Reason for leaving

Please account for any gaps in your employment history:

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

Name of institution	Dates From – To (month & year)	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any recent relevant professional development. Please include dates.

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Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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Please continue on a separate sheet if necessary.

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

You are applying for a post which is eligible for a DBS Disclosure, and, by submitting this application you should be aware that if your application is successful, a DBS Disclosure will be sought which will detail any convictions, cautions, reprimands, final warnings or any other information held about you which would not be filtered in line with current guidance.

Other Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the Teaching Regulation Agency (TRA). If there are none please write 'none':

I confirm that I have read and understood the information contained in this section and have provided the relevant information where applicable

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?
(If yes, give details) Yes No

Are you related to any member of staff at the school Yes No

If yes, give name and relationship:

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment. If there has been a gap in employment or where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

We will seek references as detailed above and may ask previous employers for information about disciplinary offences relating to children or young people and whether you have been the subject of any child protection concerns. We may approach previous employers for information to verify particular experiences or qualifications.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Devon County Council under the General Data Protection Regulations. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:

Where did you see the advertisement for this post?

Data Protection Act and General Data Protection Regulations. The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with school/council officers with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for twelve months. Full details of how the school/council processes your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applications Privacy Notice enclosed with your application material

YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL.

Equality and Diversity Monitoring

Please complete the form that follows on the next page.

Freedom from discrimination and equality of opportunity are basic rights. St Johns is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes.

The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

Guidance Notes on Disability

Under the Equality Act 2010 you are considered to have a disability if you have *'a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities'*.

Physical and mental impairments include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

Substantial adverse effect is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day to day activities are those which are carried out by most people on a fairly regular and frequent basis.

Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

First Name(s):.....

Surname:

1. GENDER: Male Female Other/Non-Binary

2. AGE: 16-24 25-29 30-34 35-39 40-44
 45-49 50-54 55-59 60-64 65+

3. ETHNIC GROUP:

To which of these groups do you consider that you belong? (tick appropriate box)

Asian / British Asian	<input type="checkbox"/>	Mixed Heritage	<input type="checkbox"/>
Black / Black British	<input type="checkbox"/>	White British	<input type="checkbox"/>
Chinese / British Chinese	<input type="checkbox"/>	White Other	<input type="checkbox"/>
Gypsy / Traveller / Roma	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you have answered 'any other' in any group please specify below

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4. DISABILITY

Do you consider yourself to have a disability? Yes No
(Please see guidance on the previous page)

For internal use only

Job Title:

Vacancy Ref:



APPLICATION FORM – SELF DECLARATION

St John's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding & Safer Recruitment Statement

This post involves regulated activity with children. Appointment is subject to safer recruitment procedures including: identity checks, verification of qualifications and employment history, enhanced DBS disclosure (including barred list check where applicable), satisfactory references, overseas police checks where required, and online searches in accordance with KCSIE.

Self-Declaration – Safeguarding & Suitability

Please complete the declaration below. This information will be treated confidentially.

- I declare that I am not barred from working with children.
- I understand that this role is exempt from the Rehabilitation of Offenders Act 1974.
- I agree to disclose all convictions, cautions, reprimands and warnings, including those considered spent.
- I understand that failure to disclose relevant information may result in withdrawal of an offer or dismissal.

Details (if applicable): _____

KCSIE Compliance (Inspection Reference)

This recruitment process aligns with:

- KCSIE (2024) Part Three – Safer Recruitment
- KCSIE (2024) Part Four – Allegations against staff
- Independent School Standards (Part 4 – Suitability of staff)

Information provided may be used as part of the School's safeguarding audit trail and reviewed during ISI inspection.

Declaration

I confirm that the information I have provided is true and complete. I understand that providing false information may result in my application being rejected or, if appointed, dismissed.

Name:
Signature:
Date:

Please return your signed declaration with your completed application form