

# Health & Wellbeing Centre Housekeeper September 2025



# Welcome

**Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.**

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

# The role

The Health and Wellbeing Centre Housekeeper will work part-time within the onsite Health and Wellbeing Centre, as part of the team of nurses, reception staff, physiotherapists and School counsellors.

The primary objective of this role is to ensure Haileybury's Health and Wellbeing Centre maintains a high standard of cleanliness and hygiene. The Housekeeper will assist with ensuring a welcoming, professional and safe environment for all patients and visitors of the Centre.

The Housekeeper plays a key role in infection control through effective cleaning, disinfection processes and using powered cleaning equipment provided. Such equipment may include vacuum cleaners, floor mops, misting machines and any other appropriate equipment required.

This is a part-time position; 16.5 hours per week - 11:00 am to 5:00 pm, Thursday to Saturday, within term time only (33 weeks).

The ideal candidate will be passionate about delivering an excellent cleaning service, have an eye for detail and enjoy working collaboratively to achieve the department's goals. Previous experience in a cleaning role within a school or medical environment is desirable, however, full training will be given.

The Housekeeper will report to the Clinical Lead Nurse.

This job description will be reviewed annually as part of the School's annual performance review process.



# Responsibilities

- Clean and disinfect working areas in the Health and Wellbeing Centre, in particular pupil (patient) wards, treatment rooms, bathrooms, and common areas on a daily basis.
- Thorough daily cleaning of allocated areas on the site will include tasks such as mopping, sweeping, vacuuming, dusting, polishing and washing to the specified standard. Areas may include wards, bathrooms, toilets, halls and offices. Only cleaning products and materials supplied by Haileybury should be used when undertaking these duties.
- Empty waste bins and remove litter to the nearest point for collection, remove cobwebs and obvious stains from external low-level glazed areas.
- Ensure there are adequate supplies of soap, toilet rolls and towels, as appropriate, and replenish these as necessary.
- Sanitise high-contact surfaces (e.g., door handles, light switches) in accordance with infection control policies.
- Perform disinfection of areas following the discharge of pupils and during illness outbreaks
- Report any maintenance requirements to the Clinical Lead Nurse in a timely manner.
- Changing of beds and bed linen after pupils leave the Centre as required. Cleaning of the area as necessary.
- Liaise with the Operations Assistants and Laundry Department to ensure the laundry collections/deliveries and general service operates effectively.
- Ensure bed linen and towels are suitably stored and available as required in the Centre.
- Safely dispose of general and clinical waste, including biohazard and sharps containers, in line with the Health and Wellbeing Centre processes.
- To use all materials and equipment efficiently and cost-effectively, including operating in accordance with all health and safety legislation, including COSHH requirements.
- Monitor cleaning and hygiene stock levels; liaise with the wider Housekeeping Department to order and restock supplies as needed.
- Assist in the management of medical and non-medical stock areas under the guidance of Clinical Lead or Duty Nurse.
- Liaise with the Catering Department to order breakfast/lunch/dinner for pupil inpatients as required.
- Prepare, serve and clear away meals for pupils. This will include reheating of meals provided by the Catering Department, making basic snacks for pupils e.g. toast.
- Ensure the kitchen is kept in a clean and tidy condition, suitable for the preparation of food and meals for pupils.
- In agreement with the Clinical Lead Nurse, introduce processes and procedure improvements where necessary and appropriate.
- Maintain and update daily cleaning checklists and records to meet health and safety standards.
- Assist with basic clerical tasks such as answering the telephone, limited data entry or organising supplies.
- Receive, log, and help store incoming deliveries of supplies or equipment.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

# Person specification

## Qualifications

### Desirable

- Certificate in Health & Safety at Work Regulations, especially Manual Handling Regulations.
- A basic awareness of COSHH (Control of Substances Hazardous to Health) Regulations.

## Knowledge, Skills and Experience

### Essential

- Excellent interpersonal and customer service skills.
- Excellent communication skills to liaise with a wide range of people.
- Able to ensure standards for quality, and health and safety are met.

### Desirable

- Previous cleaning and/or work experience in a similar role.
- Experience in operating cleaning machines i.e., floor polisher.
- Experience of working in a medical or care environment.
- Experience of team working.

## Personal Attributes

- Ability to establish and maintain positive relationships.
- Highly organised, task orientated and able to coordinate a range of activities.
- Practical evidence of taking own initiative.
- Ability to adapt to changes within the service.
- A flexible approach to assist colleagues when required.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.
- Enthusiastic with the ability to learn.
- Ability to self-organise and meet deadlines while working under pressure with minimal supervision.



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

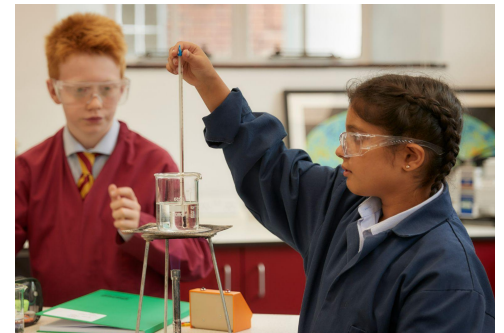
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **midday on Wednesday 20 August 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





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