

# Storeperson

## 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 primary objective of the Storeperson is to provide an efficient, effective and high-quality ordering and stock control system for our domestic cleaning services to ensure that allocated areas of the School are cleaned to a high standard.

The duties of this post will include lifting and manual handling; therefore, the post-holder should be familiar with the procedures required in these areas. Training will be given where required. The post-holder will be required to hold a full driving licence and be able to drive a small van.

The ideal candidate will have an eye for detail with excellent standards of administration and organisation. Previous stores or stock control experience in a similar role would be an advantage, however full training will be given.

This part-time position involves working 15 hours per week, 9am – 12pm, Monday to Friday, term-time plus 2 weeks (35 weeks). Saturday working will be required on a rotational basis.

The Storeperson will report to the Cleaning Supervisors.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



Haileybury

# Responsibilities

- Ensure the smooth and efficient running of the Housekeeping Department stores and to provide administrative assistance and support for the Cleaning Supervisors for goods received, storage, delivery across site and process of invoices on the School accounts system.
- To receive and check deliveries and maintain the store in a safe, tidy and organised manner daily. Ensure any inaccurate deliveries are recorded and suppliers are informed to issue a credit note for missing items.
- To control stock levels ensuring the immediate availability of all regularly used equipment and materials for Housekeeping use.
- Maintain appropriate, accurate and up-to-date stock control records specifically recording: receipt of goods, returns of goods, quality of supplies, and issue of supplies to cleaning areas.
- Undertake termly stockcounts required to reconcile stock in and out and control charges to external areas around site.
- To ensure all items are stock rotated to maximise shelf life, and safely dispose of any out-of-date or no-longer-used chemicals appropriately following COSHH and environmental regulations.
- To create orders of cleaning materials and equipment requested by Housekeeping staff weekly, and to assist with the distribution of these around the School site. Ensuring that all chemicals are received and signed for by Housekeeping staff and stored safely in a clean and appropriate environment, to ensure pupils and non-relevant staff do not have access to them.
- To undertake general administrative office duties required by the role; processing correspondence, telephone calls, photocopying, research and general filing.
- Complete a monthly price comparison of all goods across the Housekeeping Department and inform the Cleaning Supervisors and Commercial Operations Director of any large changes to pricing of 5% or more.
- To review all materials and equipment efficiently and cost-effectively, including operating in accordance with all health and safety legislation, including COSHH requirements. Ensure sustainability is at the heart of decisions when purchasing chemicals and other supplies.
- To work in a safe and hygienic manner and assist colleagues to do likewise.
- Report any maintenance requirements to the Cleaning Supervisor in a timely manner.



# Responsibilities

- Ensure that all safety precautions are taken to ensure your personal safety and the safety of others. For example, wearing appropriate protective clothing, not leaving cleaning materials unattended, and only handling supplied cleaning chemicals/materials.
- Ensuring all end-of-shift duties are completed prior to finishing work.
- To show a degree of flexibility in carrying out your duties. Assist with cleaning of areas on School site, as directed by the Cleaning Supervisors.
- Support may be required to transport furniture or cleaning equipment within the School site or any School-related building as required by the Cleaning Supervisors. All manual handling procedures must be followed.
- In agreement with the Cleaning Supervisors, introduce processes and procedures where necessary and appropriate.
- Keep the Housekeeping management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate such as missing stock or equipment within a reasonable time frame.
- 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, Skills and Experience

### Desirable

- Awareness of Health & Safety at Work Regulations especially Manual Handling Regulations
- Awareness of COSHH (Control of Substances Hazardous to Health) Regulations
- Previous store management or stock control/or work experience in a similar role
- Knowledge and understanding of implementing stock management systems
- Good general level of education (GCSE or equivalent)

### Essential

- Full, clean driving licence with ability to drive a small van
- Strong organisational skills with accuracy and an eye for detail
- Excellent interpersonal and customer service skills
- Excellent written communication skills to liaise with a wide range of people
- Able to ensure standards for quality, customer service and health and safety are championed at all times

### Personal Attributes

- Ability to work well as part of a team
- Ability to work unsupervised and use own initiative
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Willingness to work flexibly when required
- Conscientious, honest, reliable and committed
- The ability to work in a way that promotes the safe and wellbeing of children and young people





# 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

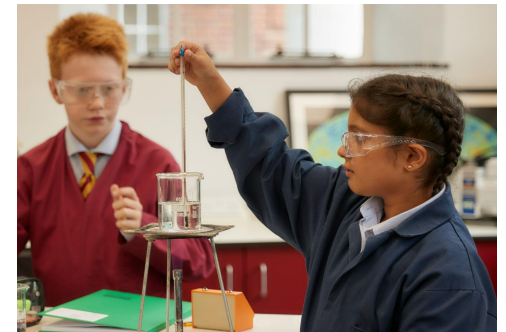
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **midday on Friday 29 August 2025**.

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.







Haileybury  
Hertford  
SG13 7NU  
+44 (0)1992 706200  
[haileybury.com](http://haileybury.com)

