Cleaning Assistants
November 2026



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Boarding School of the Year
Haileybury
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Haileybury

Candidate Information

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 purpose.

Haileybury was recently selected as one of the 100 best private schools in the world and our last inspection was outstanding. Interest in the School from prospective families is as strong as ever.

We are a dynamic, outward-looking and future-oriented school. We offer a 21st Century relevant curriculum and our pupils leave school with the values, skills and credentials they will need to thrive.

Through our team of dedicated staff and as a result of exceptional facilities across our remarkable campus, we are able to offer our pupils an extraordinary range of opportunities.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of the relationships across our community.

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

Haileybury



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 2025. 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, kindness 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 School pupils are boarders or day pupils in one of the 12 senior Houses. There is also boarding House in our vibrant Lower School. 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.







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The role

The primary objective of the Cleaning Assistant is to provide an efficient, effective and high-quality domestic cleaning service across the school site and within our Boarding Houses to ensure that allocated areas of the School are cleaned to a high standard.

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 similar environment is desirable, however, full training will be given.

There are two vacancies available:

Vacancy 1 – 15 hours per week

This is a term-time plus 8 weeks position (41 weeks per year), working Monday to Friday, 6:00 am – 9:00 am, with additional Saturday working on a rotational basis.

Vacancy 2 – 20 hours per week

This is an all-year-round position (52 weeks per year), working Monday to Friday, 9:00 am – 1:00 pm, with additional Saturday working on a rotational basis.

The Cleaning Assistants will report to the Cleaning Supervisor.

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.





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Responsibilities

- To undertake general cleaning duties in both Boarding Houses and School buildings which may include changing rooms, toilets, dormitories, halls, and offices as well as sweeping any entrances, external exits, and stairwells and steps, ensuring that all areas are kept in a clean, tidy and hygienic condition and to a very high standard at all times.
- To provide a high standard of cleaning to enhance the overall homely environment of the School buildings in conjunction with the Cleaning Supervisor.
- This will involve mopping, sweeping, vacuuming, scrubbing, dusting, polishing and deep cleaning to the specified agreed standard.
- Some areas may use powered cleaning equipment provided, which may include scrubbing machines, carpet shampooers and any other appropriate equipment as required. Full training will be given where applicable.
- 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.
- Spot-clean walls at regular intervals throughout the year and complete a thorough clean of all walls at the end of each term.
- To use all materials and equipment efficiently and cost-effectively, including operating in accordance with all health and safety legislation, including COSHH requirements. 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.
- 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, only handling supplied cleaning chemicals/materials and clearly displaying wet floor signs during and after mopping.
- Show a degree of flexibility in carrying out your duties. Ensuring all end-of-shift duties are completed prior to finishing work. Clean any other areas, as directed by the Cleaning Supervisor, to cover the absence of other staff or during refurbishment work.
- Support may be required to make beds at the start of each term and in the event of overnight guests due to School activities or lettings.
- Undertake sorting washing, as required, to support Matrons in Boarding Houses.
- In agreement with the Cleaning Supervisor, 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 and 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.

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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.

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.

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.

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Person specification

Qualifications

Desirable

- Awareness of 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, customer service 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 team working

Personal Attributes

- Ability to establish and maintain positive relationships
- Well organised, task oriented 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
- Enthusiastic with the ability to learn
- Ability to meet deadlines while working under pressure with minimal supervision, and using own initiative



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Benefits

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

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

Other benefits include cycle to work scheme, EV scheme, 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.





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Application process

To apply for either of the above positions, please complete the application form in full, with reference to the job description, and return it to **recruitment@haileybury.com** by **12 noon** on **3 December 2026.**

Please clearly indicate on your application form which of the two vacancies you are applying for.

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.

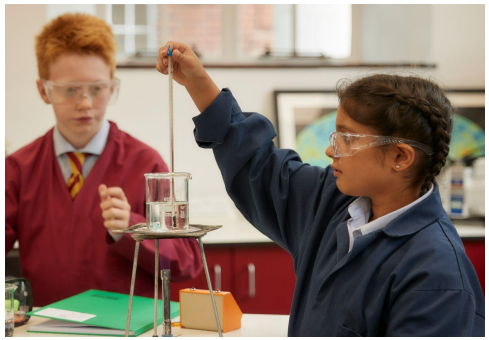
The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

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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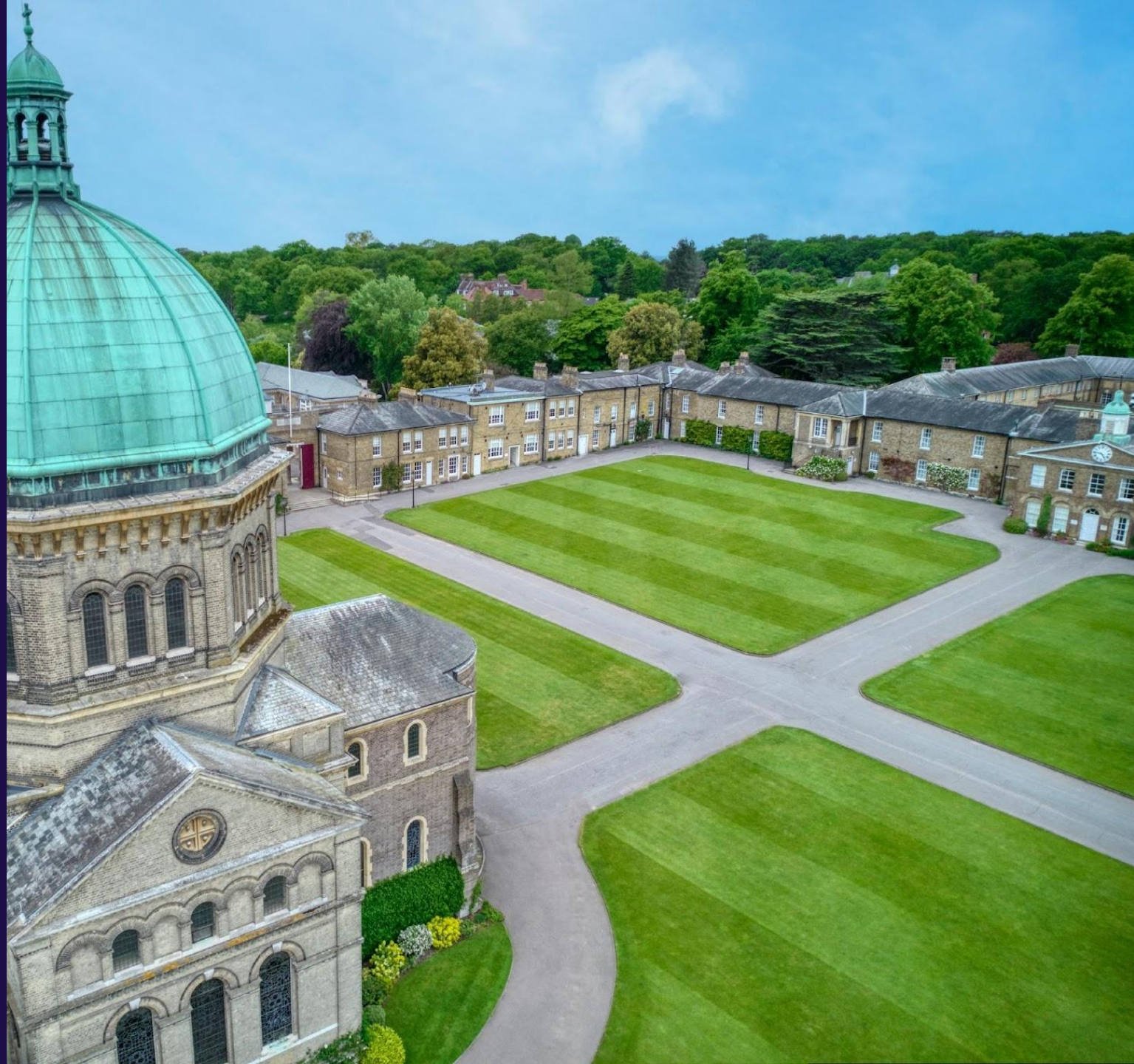

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Haileybury
Hertford
SG13 7NU
+44 (0)1992 706200
haileybury.com