



Windlesham  
House School

- Est. 1837 -

Candidate information for  
**Housekeepers**

Windlesham House is part of the Charterhouse family of schools



## The school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for the children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focusing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs.

## Basic purpose of the job

The role is an essential part of the day to day running of the school. The role requires cleaning to a high standard all areas of the school:

- the academic buildings in readiness for the school day
- the boarding houses for the welfare of the pupils
- the support offices and buildings that keep the school working

Cleaning of boarding houses will include washrooms, dormitories, and all communal areas. The cleaning day starts once the pupils have left the boarding house and continues up until lunchtime.

School cleaning includes the academic rooms and the offices. This tends to be done early morning with a few exceptions. As expected the cleaning standard is high with classrooms clean and ready for teachers and pupils, washrooms clean and fully stocked and offices ready for the day start.

All roles will require working the week before the start of term and the week at the end of term (known as spring clean weeks).

We would ask that those that work with us are punctual and essentially reliable, have the ability to get on with tasks on their own as well as being able to work with a team if needed. In return for the hard work that is expected there are long holidays, with potential, but not guaranteed, additional hours during school lettings, all cleaning materials and essential training supplied.

The housekeeping team is responsible to the operations manager. A full description of tasks will be discussed at interview.

## Safeguarding

Working in a school environment, the jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's safeguarding policies at all times. If, in the course of carrying out the duties of the post, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's designated safeguarding lead.

## Working hours

We currently have early morning and day shifts available.

Morning working hours

Monday to Friday, four hours per day from 5.00am to 9.00am

Day time working hours

Monday to Friday, four hours per day from 9.00am to 1.00pm

These roles are for 34 term time weeks plus the six spring cleaning weeks.

Salaries are paid at the rate of £12.67 per hour.

## Benefits of employment

- Contributory occupational pension scheme
- Cash health plan currently provided by +Medicash
- Access to an employee assistance programme
- Membership of the school's nine hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Invitation to school productions and concerts throughout the year
- Support for professional development and training
- Free on-site parking (at the owners own risk)

## Notice

Four weeks during probationary period (which is normally six months). Once the appointment is confirmed both parties are required to give at least four weeks' notice on either side.

## Application

Applications should be made in accordance with the school's application and recruitment procedures (available on the [website](#)).

## Interview and selection process

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

Interview outline

- At least one interview with line manager and member of HR team
- Tour of the school with member of the operations manager

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Windlesham House education provided to pupils in our global and multi-cultural environment.

Join us now to be a part of it.

## Safeguarding statement

The school is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure & Barring Service.