ST EDMUND'S SCHOOL
CANTERBURY

CANDIDATE PACK



CLEANING OPERATIVE

PERMANENT, PART TIME

APRIL 2026

WWW.STEDMUNDS.ORG.UK




School
Reception









THE SCHOOL

OVERVIEW

We are currently 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.





OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Cleaning Operative
TYPE OF POST	Part time/Term Time only (35 weeks per year) - 25 hours per week (4.30pm - 9.30pm)
START DATE	April 2026
GRADE	Annual Salary £12,719.50 (£12.72 per hour)

POST & DEPARTMENT	
Advert	St Edmund's School, Canterbury is a vibrant and forward-thinking independent school, committed to providing a safe, welcoming and well-maintained environment in which pupils can learn and thrive. Our extensive estate and facilities play a vital role in supporting both the School's educational provision and daily operations. Our cleaning team is an important part of the wider Operations team, helping to ensure that all areas of the School are clean, safe and maintained to a high standard. Through their work, cleaning operatives make a direct contribution to the wellbeing of pupils, staff and visitors. We value teamwork, reliability and a strong attention to detail, and are committed to supporting staff with appropriate training and a positive working environment.
Role	We are seeking a reliable and proactive Cleaning Operative to support the day-to-day cleanliness and presentation of the School's estate. This is an important operational role, helping to ensure that all areas of the School are maintained to a high standard, supporting a safe, hygienic and welcoming environment for pupils, staff and visitors. The postholder will carry out a range of general cleaning duties, working as part of the wider Operations team to deliver both routine and periodic cleaning across the site. They will follow established health and safety procedures, ensuring all tasks are carried out in line with guidance, legislation and best practice. You will be joining a supportive and hardworking team within a well-established school community, where your contribution is valued and makes a real difference to the daily experience of pupils and staff. We offer a positive working environment, appropriate training and the opportunity to take pride in maintaining high standards across the School.

THE ROLE

KEY RESPONSIBILITIES

- General cleaning duties to include cleaning, washing, mopping, polishing and vacuuming of the assigned areas to the required standard (this list is not exhaustive).
- Empty bins etc. and remove waste to designated areas.
- Clean toilets and washrooms to the required standard where allocated.
- Clean work surfaces and other furniture as directed.
- Undertake a periodic complete deep clean of all assigned areas.
- Hand in lost property to the Operations Team.
- Keep all equipment in safe working order and report any faults to the Team Leader.
- Leave the assigned area in a clean and safe state on completion of shift.
- Use equipment and cleaning materials as directed and in accordance with instructions and current legislation (to include the correct use of PPE).
- Comply with the instructions relating to security and confidentiality.
- Undertake any other duties as directed by the Team Leader which may be reasonably required within the level of the post.
- Attend all training meetings and training courses as required by the Team Leader.
- Familiarise and comply with the School's Health and Safety Policy and report any hazards or potential hazards to the Team Leader.
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	• No formal qualifications required	• Relevant cleaning or health & safety certification (e.g. COSHH awareness)
EXPERIENCE	• Experience of working in a cleaning or similar environment • Experience of working to set standards and following instructions	• Previous experience working in a school or educational setting • Experience using a range of cleaning equipment and materials
SKILLS & ABILITIES	• Ability to carry out a range of cleaning duties to a high standard • Ability to follow instructions and work to agreed procedures • Sufficient spoken and written English to follow instructions, comply with health and safety requirements, and communicate effectively with colleagues • Ability to work independently and as part of a team • Good attention to detail and a methodical approach to work	• Knowledge of cleaning methods and best practice • Basic understanding of health and safety legislation • Ability to identify maintenance or safety issues and report them appropriately

PERSON SPECIFICATIONS CONTINUED

	ESSENTIAL	DESIRABLE
KNOWLEDGE	• Ability to read and understand written instructions, procedures, and safety information. • Basic understanding of health and safety requirements relevant to the role. • Awareness of the general operational needs of a school environment.	• Familiarity with school-based health and safety procedures and compliance requirements
BEHAVIOURS	• Reliable, punctual and dependable • Positive and proactive approach to work • Takes pride in maintaining high standards • Calm and able to respond appropriately in different situations • Professional, with an understanding of confidentiality and safeguarding responsibilities	• Flexible and willing to support wider team needs

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application **9.00am Tuesday 31 March 2026.** Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations





We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning





We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society






ST EDMUND'S
SCHOOL
CANTERBURY
An independent co-educational day
and boarding school for ages 3 - 18
Head Mr E G O'Connor, MA (Cantab), MPhil (Oxon) MEd
Bursar Mr N C Scott-Kilvert, FCCA
No deliveries at this entrance





