

Candidate Pack

Housekeeping Assistant

October 2025



About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.


Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price
Head

A blue-tinted photograph of a brick building with a flag flying from a pole. The flag features a crest with a crown and a lion. The building has a large arched doorway and several windows. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

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|--------|--|
| Hours | Full Time, 37.5 hrs p/w 6:00am start Permanent |
| Salary | £23,809.50 p.a. |

We are looking to appoint a full-time Housekeeping Assistant to join our busy Housekeeping Team, to undertake rigorous and thorough cleaning of our school, including classrooms, staff areas and student accommodation. Duties include general cleaning in and round the school buildings including use of cleaning machinery and equipment, laundry duties, cleaning/sanitising of all public areas/boardroom houses/classrooms.

Applicants will need to be physically fit to undertake tasks which include walking, standing, bending and lifting repetitively during working hours. The school will provide a branded polo shirt (to be worn with employee's own black trousers/suitable footwear).

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

| | |
|---|------------------------|
| Role | Housekeeping Assistant |
| Reports to | Housekeeping Manager |
| Department | Support Staff |
| Relationship | |
| The post holder is accountable to the Housekeeping Manager in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary. | |

Duties & Responsibilities

- To support the Housekeeping team in the delivery of daily cleaning processes

Department

- Basic cleaning in and around residences or office buildings
- Touch point cleaning and sanitising; all public areas, boarding houses, and classrooms such as wiping door handles, banisters, handrails, key Pads, etc.
- Emptying bins, replacing liners
- Vacuuming
- Sweeping
- Laundry services
- Clean restrooms, including restocking dispensers, cleaning and sanitising fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, cleaning toilets and urinals
- Maintaining cleaning equipment and supplies
- Reporting any breakages that occur during the cleaning process
- Informing Housekeeping Manager of any repairs that need to be done, or any health and safety concerns

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can

- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

| CRITERIA | Requirements | | EVIDENCE |
|------------------------------|--|-----------|------------------------------------|
| Work Experience | Previous experience as a Housekeeping Assistant or cleaner | Desirable | Application Form References |
| | Previous experience in Schools or education environment | Desirable | |
| Communication Skills | Excellent communication skills | Essential | Person Specification Statement |
| | Friendly and approachable | Essential | |
| Personal Qualities or Skills | Good organisational skills, able to manage a range of competing demands | Essential | Application Form |
| | Attention to detail | Essential | |
| | Adaptable and flexible | Essential | |
| | Positive team player | Essential | |
| | Ability to handle heavy equipment and machinery used in cleaning | Essential | |
| | Physically fit and able to walk, bend, push, pull and lift repetitively during working hours | Essential | |
| | Ability to identify and complete tasks without direct supervision | Essential | |
| | Able to maintain confidentiality | Essential | |

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **14 September 2025**

This vacancy will close as soon as sufficient applications have been received. Interviews will take place during the recruitment process.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



08/2025

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Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.