



HOUSEKEEPER

Issue Date: June 2026



Wellingborough School
Founded 1595

ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

S a l u s i n A r d u i s





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

THE ROLE

Start Date: September 2026

Contract type: Term time only, permanent

Disclosure Level: Enhanced

Salary: £8,591.96 per annum

Hours: 16.25 hours per week, Monday to Friday, 5.30am to 8.45am; term time only (36 weeks)

Reporting to: Housekeeping Manager

Principal Duties

- To carry out and complete the cleaning tasks in line with the Schools standards and policies.
- To comply and follow the School's Health and Safety rules for Safe Working and Chemical Handling.
- Meet the School's standards of behaviour and present a professional approach.
- Develop and maintain a good working relationship with staff, Housekeeping Manager and fellow employees during their working hours.
- Ensure correct usage of cleaning chemicals, materials and light equipment.
- Prevent damage to fixtures, fittings, equipment and plant.
- Isolate and report to the Housekeeping Manager all defective electrical equipment.
- Report all accidents and near misses to your Housekeeping Manager.
- Any other duties that the Manager may reasonably ask of you which are within your capabilities to fulfil.



REVISION OF JOB DESCRIPTION

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- An employee wellbeing programme offering free and confidential support
- Free on-site parking
- A warm and supportive working environment

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



THE PERSON

| Skills and Experience | Essential | Desirable |
|---|-----------|-----------|
| Some Knowledge of Health and Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. | | Yes |
| Experience of undertaking a range of cleaning duties. | | Yes |
| Experience of undertaking laundry duties | | Yes |
| Personal Qualities | | |
| Ability to work effectively and supportively as a member of the school team. | Yes | |
| Ability to work in an organised and methodical manner. | Yes | |
| Ability to act on own initiative, dealing with any unexpected problems that arise. | Yes | |
| A good sense of humour. | Yes | |
| Able to take personal responsibility for standard of work carried out. | Yes | |
| Able to demonstrate suitable characteristics necessary when working with children. | Yes | |

THE PROCESS

The application form should be returned together with a covering letter in which the applicant should explain what they can offer to the post.

CVs are not required. Applications are welcome by email, please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org by **9am on 23rd June 2026**.

Interviews will take place on **30th June 2026**.

[www.wellingboroughschool.org/useful-information/employment-opportunities/
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)
01933 222427



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