



HOLYPORT COLLEGE



HOUSEKEEPER

Mon to Thurs 5:30am—2:00pm

Fri 5:30am—1:30pm

Term Time plus 4 weeks p.a.

Candidate Information

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

The appointed person will join an established in-house housekeeping team who are responsible for maintaining high standards of tidiness and cleanliness throughout the school. Each Housekeeper is responsible for an area and is expected to clean to the frequency and standard set out in work schedules. Areas of responsibility are periodically moved around and suggestions for improvements are welcomed!

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 650 pupils, over 200 of whom are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The post holder will report to our excellent Housekeeping Manager, Dottie Kunicka who leads wonderful team of Housekeepers. Whilst the Housekeeping team works very closely with our Site Team, it is highly valued and respected by the whole Holyport College community.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and compassion, we would be delighted to hear from you.

Alastair Ingall
Headteacher



"Boarding staff have excellent links with wider professional networks. For example, they work closely with child and adolescent mental health services, specialist health and well-being professionals and children's services. "

OFSTED March 2025

HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ♦ the introduction of iPads for every student (September 2024).
- ♦ the opening of three new Eton Fives courts, (October 2024).
- ♦ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ♦ Planning to introduce A Level and GCSE Business Studies and Design Technology to the curriculum (September 2026 & 2027 respectively)

Holyport College was last inspected as a boarding school by Ofsted in March 2025 and graded Outstanding in every category.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, pharmacy, newsagent, grocer's, a butcher's, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



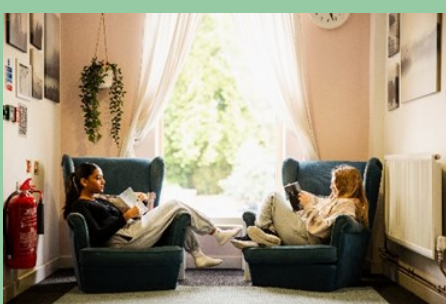
BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite health centre staffed by well-qualified healthcare professionals.

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



JOB DESCRIPTION

The Housekeeping Manager and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each Housekeeper will be responsible for an area and will be expected to clean to the frequency and standard set out in work schedules and below.

KEY RESPONSIBILITIES

- To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and it's full use by those staff and pupils who occupy the school
- To help maintain the fabric of the school buildings
- To ensure that work is consistently completed to a high standard
- To maintain cleanliness in order to prevent any health risk from occurring
- To carry out any other reasonable duties within the overall function of the job

GENERAL RESPONSIBILITIES

- To clean a specified area of the school to the required standard:
 - * Wash floors, surfaces, fixtures and fittings and walls up to a specified height
 - * Cleaning inside windows up to specified height
 - * Sweeping and vacuuming floors
 - * Polishing and dusting surfaces and furniture
 - * Cleaning toilets, showers and shower areas
- To empty bins, including paper shredder bins, and remove rubbish to the appropriate area
- To use and store cleaning materials appropriately and in accordance with all relevant instructions
- To dress appropriately to be able to carry out duties safely and effectively
- To report any damage to school property or other concerns to the Housekeeping Manager promptly
- To use and store power cleaning and other equipment as directed
- To comply with the requirements of Health & Safety at Work Regulations ensuring health and safety responsibilities are carried out
- To take reasonable care for the health and safety of themselves and others, ensuring all tasks are carried out with due regard to health and safety
- To undertake training relevant to the post in a timely fashion
- To complete regular designated deep cleaning projects during school holidays
- To attend staff meetings and department meetings, as appropriate
- To carry out amended work schedules as required from time to time by the Housekeeping Manager in response to parents' evenings, school events and staff absence
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To co-operate with the College in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the College's equal opportunities policies
- To maintain privacy (especially relating to students' and staff's personal belongings and spaces) and confidentiality, and observe data protection and associated guidelines where appropriate
- To understand and comply with the College's environmental policies
- To set an example of positivity and professionalism around staff and pupils
- To work, on occasion, with the College's IT systems, especially for online training activities

PERSON SPECIFICATION

Qualifications and Experience

- Right to work in UK
- Experience of working in a school desirable
- Experience of performing housekeeping activities in a residential or commercial setting desirable

Skills & Attributes

The Housekeeper should genuinely take a pride in their work and be happy to work either in small groups or individually (in a specific area). They will need to be able to:

- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Good interpersonal skills with pupils and adults
- Punctual, hardworking and committed

Other

- Commitment to safeguarding and promoting the welfare of all students.



REMUNERATION AND BENEFITS

Salary will be £23,056 p.a. (£25,525 FTE)

Hours are Monday to Thursday 5.30am - 2:00pm, Friday 5:30am—1:30pm, term time + 4 weeks

You will be enrolled in the Local Government defined benefit Pension Scheme.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks. There are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and the USA.

The post will be offered subject to the necessary pre-employment checks including medical fitness and enhanced DBS checks.



“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing e.tabram@holypportcollege.org.uk

Closing date: 9.00am on Monday 8th December. Early applications are encouraged and we reserve the right to appoint before the deadline. Interviews will be scheduled for later that week..

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ♦ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ♦ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ♦ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ♦ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.
- ♦ The postholder will start in January 2025 or as soon as they become available

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose

