

RECRUITMENT PACK FOR THE ROLE OF

Multi-Skilled Cleaner & Facilities Support Operative

January 2027

EMPLOYMENT STATUS	Permanent/Part Time
SALARY	Hourly rate £12.71 plus holiday pay
CLOSING DATE FOR APPLICATIONS	Tuesday 1 December at 09:00
INTERVIEW DATE(S)	Interviews could happen at any time





KEY **FACTS**

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 560

Percentage of boarders: Approx. 51%

Percentage of international pupils: Approx. 24%

Fees per term: Boarding £12,906– £16,617 and day £7,326– £8,521

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: RHS met all the standards and regulations in the January 2025 inspection.
Read the excellent full report here:
royalhospitalschool.org/about/isi2025

Leading Independent Schools HMC

bsa BOARDING SCHOOLS' ASSOCIATION

independent schools council

THE **ROYAL HOSPITAL SCHOOL**



WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Steve Dixon
Headmaster

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.





TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.

PEARSON NATIONAL TEACHING AWARDS SILVER WINNER

In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A*–A or Distinction*–Distinction, 69% at A*–B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9–8, 56.3% at grades 9–7 (an increase of over 5%), and 97.8% at grades 9–4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.





CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.





WELLBEING

WAS In partnership with National Children's Bureau — Wellbeing Award for Schools 2023-2026

As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY

School House Magazine 2023 Awards Sustainability Finalist ISEB – EST 1903

Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.





JOB DESCRIPTION

Job Title	MULTI-SKILLED CLEANER AND FACILITIES SUPPORT OPERATIVE
Employment Status	Part Time/Permanent
Salary Band / Pay Point	Minimum wage pro rata
Hours per week / weeks per year	33.5/13 hours per week / 52.2 weeks per year. Usual hours: 06:00/09:00 – 13:00 Mon-Thu, Till 12:30 Fri, but may be flexed as required according to the School's business needs.
Accountability	Domestic Services Manager
Purpose and objectives of role	• To work as part of a flexible, multi-skilled team delivering high standards of cleanliness, hygiene and presentation across all areas of the School estate. • To undertake cleaning and associated operational support duties in any area of the School according to work schedules and operational priorities. • To support the School's educational, boarding, co-curricular and commercial activities through a flexible team-based approach.
Key areas of responsibility, tasks and duties	• Work under the direction of the Domestic Services Manager and Cleaning Supervisor. • Work collaboratively and flexibly as part of a team-based cleaning operation and support colleagues across all areas of the School estate. • Follow published rotas and work schedules and adapt to changing operational requirements and priorities. • Carry out routine, periodic and deep cleaning activities to agreed standards and within designated timescales. • Provide cover across the estate to maintain service continuity during absences, events, commercial lets and periods of peak demand. • Assist with School events, examinations, open days, Speech Day, commercial lets and other operational activities. • Assist with room set-ups, reconfigurations and clearances, including the safe movement of tables, chairs, furniture, equipment and supplies. • Replenish consumables and supplies in washrooms, kitchens, boarding accommodation and other designated areas. • Assist with waste management, recycling and environmental initiatives. • Operate cleaning machinery and specialist equipment following appropriate training. • Respond appropriately to emergency cleaning requirements, spillages and unforeseen operational issues.

	• Maintain cleaning stores, cupboards, equipment and machinery in a safe, clean and organised condition. • Report maintenance defects, health and safety concerns and operational issues identified during daily duties. • Participate in training, development and multi-skilling opportunities. • Contribute positively to a culture of flexibility, accountability, teamwork and continuous improvement. • Contribute to the achievement of team performance measures, including cleaning quality audit scores and service standards. • Comply with all School policies, procedures and safeguarding requirements. • Undertake such other duties, commensurate with the role, as reasonably required.

PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

Category	Essential	Desirable
Education and qualifications	Full valid clean driving licence.	Relevant cleaning, facilities or customer service training.
Specialist knowledge and skills	Ability to carry out cleaning duties to a high standard. Adaptability and flexibility. Ability to undertake manual handling activities including moving tables, chairs and equipment. Ability to work across multiple locations. Ability to communicate by email and complete online training. Commitment to environmentally responsible working practices.	Experience using specialist cleaning equipment and machinery.
Interpersonal and communication skills	Ability to work effectively as part of a team. Ability to communicate clearly with colleagues, pupils, contractors and visitors. Professional appearance and conduct. Positive approach to supporting team objectives.	Ability to support and motivate colleagues.
Relevant experience	Evidence of successful employment or work experience. Experience working to quality standards and service expectations.	Previous cleaning, housekeeping, hospitality, facilities or operational support experience.
Additional requirements	Reliability and punctuality. Willingness to work flexibly. Willingness to work in any area of the School estate. Ability to adapt to changing priorities. Commitment to achieving team quality standards and performance expectations.	

THE **BENEFITS**



PENSION
Pension Scheme



FEE REMISSION
School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



USE OF FITNESS FACILITIES
Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



HEALTH PROVISION
Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



PROFESSIONAL DEVELOPMENT
There are plenty of opportunities for staff development, including INSET.



DEATH IN SERVICE
The school has a Death in Service benefit of 1 x basic salary.



MEALS
Lunch provided during term time.



CYCLE TO WORK
Access to the Cycle to Work scheme.



COMMUNITY
You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



WESTFIELD REWARDS
Discounts from various high street and online outlets.



ONSITE PARKING
Free onsite parking.



REFER A FRIEND SCHEME
Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

HOW TO **APPLY**

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

