



Royal
Russell

Cleaner

(Part-time/split shifts available)

August 2025 start



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Cleaner

We are seeking to appoint a Cleaner to join our dedicated and supportive team, looking after our boarding houses, teaching blocks, offices and the Sports hall and pavilion.

Salary: Dependent on hours

Hours: 05:30-08:30 and 16:00-19:00 Monday to Friday all year round
06:00-12:30 (inc. unpaid 30 min break) Saturdays (term time)

Working weeks: See above

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Monday, 23rd June 2025.

Interviews will be held the following week.

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.



Key Responsibilities

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Reports To: Housekeeper

Purpose of Job: To carry out daily internal cleaning to the required standard of designated areas, including boarding facilities where applicable. To carry out deep cleaning of any area as allocated during School holiday periods, help provide cover for staff absence and generally support the Housekeeper.

Main Responsibilities:

In the designated area of the School that the individual cleaner is assigned to, and in accordance with the daily/weekly cleaning schedule –

- Hoover all carpeted areas, including all stairwells.
- Sweep and mop all non-carpeted floors.
- Polish and dust all furniture, window sills, shelves and ledges.
- Empty any bins in the kitchen, offices and meeting rooms, classrooms etc.
- Clean all doors and glass panels with appropriate product – sanitiser, glass cleaner.
- Clean all washrooms, including toilets, sinks and mirrors, using sanitiser and other products as appropriate.
- Clean all kitchen areas, loading and running dishwasher as appropriate.
- Ensure the cleaning cupboards are kept clean and tidy at all times and issue stock requirements to the Housekeeper.
- Report any faulty equipment immediately to the Housekeeper.
- Follow all the training methods as shown and the colour coding system to prevent cross-contamination.
- Refill soap, paper towel etc. dispensers as required.
- Be willing to undertake training as necessary.
- Carrying out any other duties as reasonably requested by the Housekeeper or Estates Manager.



Key Responsibilities cont'd

Other requirements

- Additional hours will be required to prepare for, assist during and clear up after School Open Days, MUN, summer lets and Royal Russell Day (all staff will be required to work extra hours for these events for which overtime will be paid in accordance with the rates set out in the School's Overtime Policy.)
- Cover for sickness and absence: All staff are required to help cover absences in the short term by working extra hours, or by covering their allocated area to the agreed minimum standard, and the area needing cover to make it look presentable as follows:
 - Clean the floor (hoover or mop)
 - Empty the rubbish
 - Refresh the toilet
 - Clean desks

General responsibilities

- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Attend Royal Russell Day and Open Day as required.
- Display correct staff identification at all times whilst on site.
- Use the clocking in and out departmental procedures at all times
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carry out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astroturf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



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www.royalrussell.co.uk

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