ST JOHN'S SCHOOL
A MERCHANT TAYLORS' SCHOOL

Application Pack: Cleaner / Porter

Welcome

Thank you for your interest in the role of **Cleaner / Porter** at St John's School.
We are seeking a reliable, hardworking and enthusiastic **Cleaner / Porter** to join our friendly and supportive team. This is an important role within the School, helping to ensure that the School's facilities are maintained to a high standard and that the School environment remains clean, safe and welcoming for pupils, staff and visitors.
The successful candidate will be responsible for maintaining the cleanliness and presentation of key areas of the School, including the dining room and washroom facilities. The role also includes supporting school events, sports teas and general porter duties, helping to ensure the smooth day-to-day operation of the School.
This is a part-time, term-time only position working **1.30pm to 3.30pm, Monday to Friday**. The salary is **£13.85 per hour**.

School Overview and What We Offer

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to eleven years, with approximately 250 boys on roll. Founded in 1920, the School is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching, learning and outdoor activity.
As a school, we are committed to the development of the whole child - intellectually, morally, socially and physically.

What We Offer

- A supportive, friendly and well-resourced working environment
- The opportunity to play an important role in maintaining high standards across the School
- A welcoming and collaborative staff community
- Training and development opportunities where appropriate
- A generous pension package
- On-site parking
- The opportunity to contribute to the smooth running of a thriving school community

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The Role: Cleaner / Porter

Reports to: Facilities Manager / Bursar

Job Purpose

- To maintain a clean, safe and hygienic environment for pupils, staff and visitors.
- To support the day-to-day operation of the School through cleaning and porter duties.
- To assist with the preparation and clearing of school events, functions and sports teas.
- To contribute positively to the efficient running of the School by carrying out a variety of cleaning and support tasks.

Key Responsibilities

Objectives

- To maintain high standards of cleanliness and hygiene throughout designated areas of the School.
- To ensure facilities remain safe, welcoming and fit for purpose.
- To support school events and activities through porterage and practical assistance.
- To work collaboratively with colleagues to support the efficient operation of the School.

Principal Areas of Responsibility

- Cleaning the school dining room, ensuring it is kept clean, hygienic and tidy.
- Wiping down tables, chairs and all surfaces.
- Sweeping and mopping floors.
- Cleaning and sanitising school toilets and washroom facilities.
- Replenishing toilet rolls, hand soap and paper towels as required.
- Emptying bins and disposing of waste appropriately.
- Ensuring all areas are left clean, safe and presentable.
- Assisting with the preparation and clearing of school events and functions.
- Supporting the setting up and clearing away for school sports teas.
- Carrying out general porter duties, including moving furniture and equipment when required.
- Providing cover for afternoon cleaning staff when necessary.
- Undertaking other reasonable duties to support the smooth running of the School.

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Person Specification

Qualifications and Training

- No specific qualifications are required, although relevant cleaning or facilities experience would be advantageous.
- Willingness to undertake training relevant to the role.
- Understanding of safe working practices and health and safety requirements.

Experience

- Previous experience in a cleaning, caretaking, porter or facilities role would be desirable.
- Experience working in a school or similar environment would be advantageous.
- Experience of maintaining high standards of cleanliness and hygiene.

Knowledge and Skills

- Good practical cleaning skills.
- Understanding of hygiene and health and safety requirements.
- Ability to work effectively with minimal supervision.
- Ability to follow instructions and work to agreed standards.
- Good organisational skills and attention to detail.
- Ability to undertake manual handling tasks safely.
- Good communication and teamwork skills.

Personal Qualities

- Reliable, punctual and hardworking.
- Positive, flexible and helpful approach.
- Takes pride in maintaining high standards.
- Able to work independently and as part of a team.
- Willing to assist with a variety of tasks as required.
- Friendly and professional manner.
- Trustworthy and dependable.

Suitability to Work with Children

- A strong commitment to safeguarding and promoting the welfare of children.
- Ability to maintain professional boundaries with pupils at all times.
- Ability to work appropriately within a school environment.
- Emotional resilience and discretion.

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Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the School's safeguarding policies and procedures.
- Willingness to be flexible and support additional school activities when required.
- Ability to carry out the physical requirements of the role, including standing, bending, lifting and moving equipment.

How to Apply

To apply for this position in confidence, please submit the following documents:

1. A completed application form
2. A covering letter outlining your suitability and enthusiasm for the role
3. A completed equal opportunities monitoring form

Documents and full details can be found on our website: https://www.st-johns.org.uk/about-us/staff-vacancies/.

Closing Date: **9.00am** on **Friday 4th December 2026**

Interviews: **Week commencing 7th December 2026**

Start Date: **January 2027**

Applications should be addressed to headsea@st-johns.org.uk

Contact and Visits

We warmly welcome potential applicants to visit the school or arrange a conversation before applying. For enquiries or to arrange a visit, please contact headsea@st-johns.org.uk.

St John's School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.