Post: Cleaner / Estates Assistant

Reporting to:

1. Domestic Services Manager
2. Estates Director

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with Prior Park Paragon joining in 2006, and Prior Park Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides full governance and safeguarding oversight as well as comprehensive support and challenge for the Heads and their schools.

The Executive management of the schools is devolved to the Prior Executive Board, the standing members of which are the Heads of each constituent school and PPS Chief Operating Officer. The Prior Executive Board drives the strategic development of Prior Park Schools, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

The Role

The Cleaner / Estates Assistant (C/EA), based in the Estates Domestic Services team, will play an important role by carrying out cleaning and associated porter duties across the school premises. The main purpose of this position is to assist with the cleaning of all areas of the school including classrooms, toilets, offices, hall and reception areas plus assisting the wider Estates when required to possibly include driving between schools, if a driving license held. Work will be allocated by the Estates Manager and Domestic Services Manager and if cleaning, monitored by the cleaning supervisor. The C/EA will be expected to work independently, but as a part of a team, reporting directly to the Domestic Services Manager.

The post holder will have a duty of care for their own health and safety and the health and safety of others, particularly when undertaking their cleaning duties. The post holder must ensure care, attention to always detail and compliance with safety policies and procedures. The school will provide all necessary personal protective equipment and work-based training relevant to the role. In addition, the C/EA will actively participate in relevant safeguarding, regulatory compliance and other training that the School may deem necessary or beneficial to the School and / or the Cleaner/EA's own development.

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the Schools.

Personal and Professional Specification

The ideal candidate will display the following essential and desirable attributes:

- Basic level of literacy and numeracy
- Good communication and organisational skills
- Ability to follow verbal and written instructions but also to use own initiative
- Ability to work under pressure, specifically on occasions when there are deadlines to meet.
- Integrity, commitment and an attention to detail.
- Able to work effectively on their own and occasionally, flexibly in support of the small team of existing school cleaners /EA's.
- Drivers licence is preferred but not essential.

The successful candidate must be able to walk up and down flights of stairs on a daily basis and cope with the routine manual tasks involved with regular daily cleaning /porter schedule.

It is highly desirable for the post holder to be driven and flexible. Ideally the postholder should have some experience in cleaning or porter duties within schools.

JD reviewed October 2026

Child Protection

All staff employed by Prior Park Educational Trust must committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child

protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.