PRESTFELDE
Part of the Shrewsbury School family



Information for Candidates

Cleaner (Term-Time)

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Welcome to Prestfelde School

Prestfelde is a happy and flourishing 13+ day and boarding co-educational Prep school with pupils, aged 3-13, set within 30 acres in the heart of Shrewsbury.

The School prides itself on its academic, musical, sporting, dramatic, DT and artistic achievements, but also on its ability to foster positive attitudes, respect for others and a love of learning in all its pupils. This last academic year saw Year 8 pupils awarded an astonishing 42 scholarships to Shrewsbury School and other leading senior schools.

The School recently underwent an ISI inspection where all standards were met and the inspector commented favourably on the breadth of our provision. A brochure is attached.

We operate as a two-form entry with delivery of an additional scholarship form in Year 8. The School benefits from a first-rate team of staff, who are committed to delivering a broad, dynamic and innovative curriculum. High standards are achieved within a nurturing and inspiring learning environment. There is also an excellent learning support department.

Over recent years, the School has seen much development and is today rightly proud of its outstanding facilities including its own Chapel and Theatre, Music School, Dining Hall, Design and Technology Department, Gymnasium, Indoor Swimming Pool, Library, ICT suite, Art Department, two Science Laboratories, Boarding House, wonderful playing fields and Forest School. We are also in the enviable position of benefitting from the superb facilities at Shrewsbury School including 3 full-size astroturf pitches.

Whilst the School is proud to operate an inclusive entry policy and pupils academic ability levels are broadly average on intake, it is nevertheless selective. Our entry process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Further information on Prestfelde can be found on the School's website: www.prestfelde.co.uk.



Cleaner (Term-Time)

Salary £17,350, Part-Time, Permanent

We are seeking a reliable and committed Cleaner to join our busy Domestic Services Team. This is a great opportunity to become part of a friendly and successful independent school, playing a key role in maintaining our high standards of cleanliness and presentation across all areas of Prestfelde School.

This is a part-time, permanent position, working Monday to Friday mornings from 6:00am to 1:00pm (32.5 hours per week) with an additional 45 hours for holiday recess cleaning.

Applications Closing Date – 12:00 midday, Friday 13th November 2026

Interviews will take place during the week commencing 16th November 2026

CVs cannot be accepted, a fully completed application form must be submitted.

Please submit your application at the earliest opportunity, as the School reserves the right to appoint early should a suitable candidate apply.

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

Aims & Values

Prestfelde promotes a love of learning in all girls and boys. The School enables all its pupils to maximise their academic potential and to develop their individual talents in a caring, Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

The School prides itself on an explicit set of core values which are at the heart of all that it does: *Empathy, Aspiration, Perseverance, Selflessness, Respect, Unity, Confidence, Integrity, Courage and Humility*. These values are encapsulated in the five aims outlined as follows:

- To provide, within a Christian context, an all-round education which fosters a love of learning in all children, and which enables girls and boys to maximise their potential in all areas of school life.
- To maximise academic potential in all pupils.
- To recognise, promote and encourage individual talents.
- To produce well mannered, sensitive and self-confident young people by providing them with the encouragement and the opportunities to demonstrate selflessness, a sense of service and a zest for life.
- To provide an environment – physical, emotional and spiritual – which motivates, challenges and supports each individual.

Little Prestfelde (FS1– Year 2)

Little Prestfelde caters for the pre-preparatory year groups, aged 3-7 years of age in a purpose-built building with, amongst many things, its own Library, changing rooms and covered play-area. 'Little P' not only boasts excellent facilities, but also experienced, well-qualified staff, with dedicated classroom assistants on hand. The department is bright, modern and secure.



The aim is for our children to become good citizens for the future with excellent values, enabling them to become learners for life. This is achieved through active involvement, hands on practical experiences, which embed and consolidate their new understanding, throughout all areas of the curriculum.

The children have the opportunity to respond physically, emotionally, artistically and musically through an exciting and inspirational creative curriculum. In addition, our children benefit from the skills of specialist teachers. Technology is used in all its forms and the children benefit from the close association with Years 3 and 4.

The Prep School

Years 3 and 4

Prestfelde's 7-9-year-olds enjoy the use of a modern classroom block and a beautiful outdoor learning environment in the Beckbury garden. The classes are largely based with a Form Teacher for most subjects, but with specialist teaching provision in Music, IT, Design, Sport and other subjects too.

Year 3 and 4 pupils really benefit from the full range of activities on offer at Prestfelde. They are encouraged to join clubs which are run between 4-5pm, most weekdays. Prep is run every day between 4-5pm with second prep available in Senior Prestfelde between 5-6pm. They also begin to play fixtures against other schools and are involved in the House competitions which are a key element of school life.

Years 5, 6, 7 and 8

As the children prepare for Key Stage 3 and beyond, classes are mixed ability, with setting for the main subjects and extra support for those that require it. The main academic focus is to prepare pupils for entrance and Scholarship examinations in Year 8 whilst underpinning their learning with skills for life and inspirational, curiosity driven learning.

With encouragement, high-expectations and first- rate teaching and learning, many Year 8 pupils gain scholarships at leading Senior Schools.



Co-Curricular Life at Prestfelde

Prestfelde is committed to the provision of a successful and balanced co-educational experience and offers an array of co-curricular activities, encompassing everything from Forest School to Dodgeball Pupils are encouraged to gain new skills and hobbies through the many clubs on offer during breaks and after school, enjoying Chess, Computing and Knitting amongst others! There are opportunities for the older children in particular to take part in activities out of school, tours and trips overseas, and all children at Prestfelde enjoy a regular and stimulating range of expeditions to local and national venues. The school runs an optional Saturday morning activity programme for Years 3 to 8.

Sport

The School firmly believes in the important role that sport plays as part of a balanced education for everyone. We want all pupils to embrace physical activity and make sure it becomes part of their lifestyle in whatever form. The range of different sports on offer help to develop the whole child through team skills, individual determination, competitiveness and self-discipline, all of which complement their wider education.



Prestfelde regularly sends teams to local and national tournaments, as well as encouraging children to play at County and, National level. The School offers the major sports (Football, Rugby, Hockey, Netball, and Cricket in addition to many other physical activities which awaken and develop other interests. Tennis, Swimming and Cross-Country are all particularly strong at the School, Sporting facilities are first-class and include: a gymnasium, covered swimming-pool, netball, tennis courts and magnificent grounds which are well used throughout the year.

Music

Prestfelde has an outstanding reputation for developing the creative and musical talents of its pupils. Pupils have the use of a modern, purpose-built Music School housing a department which delivers high quality musical education to every child. All instrumental teachers are specialists, and every major orchestral instrument is on offer, as well as piano, organ, guitar, drums, saxophone and singing. There is a special emphasis on ensemble playing, with a Recorder Group and Training Band including children from the earliest stages, leading to the String Group, Brass Group, Jazz Group and a 35-piece Orchestra. Regular concerts are given inside and outside the School with more advanced pupils having reached the finals of national competitions.

Creative & Performing Arts

Prestfelde has an excellent reputation for developing the creative and musical talents of its pupils.
Through drama, children at Prestfelde enjoy expressing themselves through a wide variety of musical and performance mediums. Art and Design Technology are particularly strong with all pupils taking advantage of the excellent facilities and specialist teaching. The annual Art Exhibition showcases the children's high levels of work to the local community and the School also has its own Cookery School with regular opportunities for pupils of all ages.

Boarding

Boarding life at Prestfelde replicates the fun and variety of a busy, loving and happy family, but with the added advantage that you are surrounded by your friends and it is completely flexible. Children from Year 3 to Year 8 can board on a Monday, Tuesday, Wednesday, Thursday and Friday night at any stage of the term.

A fun and varied boarding programme is provided that includes activities ranging from treasure hunts and river walks to worm charming! The Boarders' Common Room is a comfortable place where children can relax and spend time together, and there is a well-equipped boarders' kitchen where evening snacks and hot drinks can be prepared.

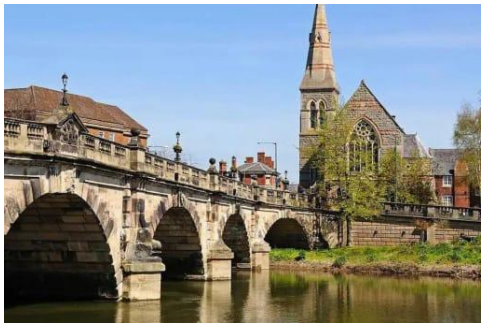


Living in Shrewsbury & Shropshire

Shrewsbury is a cultural and commercial hub serving the whole county and parts of mid-Wales. It is a historic and very attractive town with striking architecture and more than 600 listed buildings, almost completely surrounded by the River Severn. Fresh food and homemade crafts are sold four days of the week at Shrewsbury's famous market, whilst the stunning Quarry Park is host to the annual Flower Show and Food Festival - it's also a venue which stages a number of concerts and plays produced by Theatre Severn throughout the summer.

Shropshire is a beautiful county and Shropshire Hills Area of 'Outstanding Natural Beauty', covers almost a quarter of Shropshire- fantastic for walking, cycling and other outdoor pursuits. National parks such as Snowdonia, the Peak District and Brecon Beacons are within a 90-minute drive.

There is a direct train service between Shrewsbury and London Euston, with a commute time of two hours thirty minutes. Within around an hour in the car, you can be in Chester or Birmingham, or even the coast in one hour 30 minutes.





Job Description

OVERVIEW

We are seeking a reliable and motivated cleaner to join our Domestic Services Team, ensuring that all areas of the School are maintained to the highest standards under the guidance of the Cleaning Supervisor.

PRINCIPAL ACCOUNTABILITIES

- Work as part of a team to carry out general cleaning across the school, including specialist areas such as Art, Design & Technology, Science, boarding houses, chapel, swimming pool, changing rooms, gymnasium, kitchens, dining hall, toilets, bathrooms and offices.

- **Duties include:**

Floors	Vacuuming, sweeping, mopping and general floor maintenance, including the operation of rotary floor scrubbing machines and other domestic cleaning appliances.
Toilets	Cleaning all toilets and urinals.
Sinks	Cleaning all sinks including weekly cream cleaning, bleaching and cleaning water dispensers.
Showers	Shower rooms to be cleaned including drains / plug holes & removal of any hair build-up, showerheads to be wiped with antibacterial cleaner.
Surfaces	Dusting all window ledges, skirting, radiators and mirrors. Cobwebs to be removed weekly. All accessible surfaces including desks, computers, keyboards & phones to be wiped down with antibacterial cleaner / bleach / appropriate wipes. Work surfaces and cupboard fronts to be fully cleaned and wiped down with appropriate antibacterial cleaner. All hobs and extractor tops to be fully cleaned and wiped down with appropriate antibacterial cleaner.
Dispensers	Soap and water dispensers to be wiped down with antibacterial wipes and replenished accordingly.
Doors	Doors including any brass to be polished, door handles, light switches and bannisters to be wiped down with antibacterial cleaner and to spot clean any marks on the walls where required.
Windows	Windowsills and ledges to be wiped.
Bins	All bins to be emptied and bin liners replaced.

Other	All ovens and fridges / freezers to be cleaned with appropriate antibacterial cleaner External brass plaques in the Chapel to be polished weekly. Seating in the Chapel to be inspected and cleaned accordingly once a month.

- The above cleaning duties should be carried out in accordance with the following frequencies or as directed by the Cleaning Supervisor:

DAILY	WEEKLY	SPRING / RECESS CLEAN
Clean all toilets & urinals	Cream clean all sinks	All hard floor surfaces to be scrubbed with the appropriate machine
Clean sinks with anti-bacterial cleaner	Remove all cobwebs	All drains to be checked and cleaned if needed
Wipe all door handles with anti-bacterial cleaner	Check all internal drains for hair build up	Toilets & urinals to be steam cleaned
Empty bins and replace bin liners	Wipe down all doors	Seating in the Chapel to be inspected and cleaned accordingly once a month.
Clean shower areas	Wipe down walls where needed	
Sweep & mop all changing rooms and toilet floors and vacuum all other floors	Wipe shower heads with anti-bacterial cleaner	
Replenish all dispensers	Wipe windowsills with anti-bacterial cleaner	
Clean foyer windows	Any brass door handles & external brass plaques in the Chapel to be polished weekly	
Clean & dust mirrors, surfaces, radiators, window ledges, skirting, hobs, extractor tops, cupboard doors, ovens & fridge / freezer (when used)	Wipe computers, desks, keyboards, mouse and telephones	

Water dispensers		
To wipe all door handles, light switches and bannisters with anti-bacterial cleaner		

- The following-coloured key code should be adopted for cleaning cloths:

KEY CODE FOR CLEANING CLOTHS	
Red cloths	For use in the toilets and for bodily fluids – cloths to be thrown away after use
Yellow cloths	To be used for food tables
Green cloths	To be used for messy / creative areas
Blue cloths	To be used for general cleaning

- To report any occurrences which may prevent these duties being carried out.
- To complete the cleaning schedules on a daily basis for each building cleaned.
- Report any personal accidents / untoward incidents to the Cleaning Supervisor, immediately.
- To leave equipment and machinery in a clean condition, reporting any defects to the Cleaning Supervisor.
- To be prepared to undertake work in any area of the School when required to by the Cleaning Supervisor.
- To carry out other duties required by the Cleaning Supervisor, which may not be shown on the Cleaning Schedule, but which are within the scope of the job.
- To attend any on-site training sessions organised by the Department or any mandatory training in relation to safeguarding and health and safety.
- To help maintain the Domestic Services Departmental Risk Assessment by reporting any potential risks within the department to the Cleaning Supervisor.

GENERAL

- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.

- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.

- Maintain high professional standards of attendance, punctuality and appearance and conduct positive, courteous relations with pupils, parents and colleagues.

- You will be expected to fulfil any reasonable request made by the Head, Bursar or Cleaning Supervisor.

- To be responsible for promoting and safeguarding the welfare of children and young persons they come into contact with whilst at work. All staff are required to adhere to the School's Child Protection & Safeguarding Policy and Procedures at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's Designated Safeguarding Lead.

- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

The Application Process

To apply, please complete an Application Form and a Recruitment Monitoring Form, which can be found on our website here:
https://www.prestfelde.co.uk/vacancies

The closing date for the applications is 12:00 midday, Friday 13th November 2026

Interviews will take place during the week commencing 16th November 2026

Prestfelde School reserves the right to interview and appoint prior to the closing date.

Candidates selected for interview will be required to provide proof of ID (Which must include a birth certificate where held) and any relevant qualifications.

Please return completed application forms (CVs alone will not be accepted) together with a covering letter to hr@prestfelde.co.uk or post to the following address:

Prestfelde Preparatory School
London Road
Shrewsbury
SY2 6NZ

An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

Contractual Terms

Salary

£17,350.32 per annum

Hours

This is a part-time, permanent position, working Monday to Friday for 32.5 hours per week during term time (35 weeks). The working hours are 6:00am to 1:00pm, with a 30 minute unpaid lunch break each day.

Additional Duties

45 hours per year for recess cleaning during school holidays.

Holiday Pay

The postholder is entitled to 6.6 weeks' annual leave. As this is a term-time position, holiday entitlement is paid on a pro-rata basis and is included in the advertised salary.

Pension

The School will match a 5% or 6% pension contribution from the employee (within The Pensions Trust).

Staff Benefits

Training & Development

All Prestfelde School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Whilst operational during term time, lunch is provided at our dining room. Refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

All employees benefit from the ability to use the School's sporting and recreational facilities.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Recruitment Guidance Notes

Prestfelde School 2026

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter which details your suitability for the role and what you would bring to the School.

Note: Unfortunately, CVs are not accepted.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via https://www.prestfelde.co.uk/vacancies

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Prestfelde School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

⚜ Current passport, share code or eligible immigration document ⚜ Current driving licence ⚜ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original

evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the School's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The School will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



PRESTFELDE
Part of the Shrewsbury School family

Prestfelde Preparatory School
London Road
Shrewsbury
SY2 6NZ

Email: hr@prestfelde.co.uk
School Website: www.prestfelde.co.uk
Tel: 01743 245 400

Prestfelde Preparatory School is committed to safeguarding and promoting the welfare of children and young people and we will check the suitability of staff to work with children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, overseas police checks (where applicable), the Disclosure and Barring Service and a prohibition from teaching check.

Prestfelde is committed to Equal Opportunities and welcomes applications from all sections of the community.

