



ST EDMUND'S COLLEGE
& PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

Porter / Cleaner



Closing date for when applications are to be received: 27th November 2025.

For interviews to take place as soon as possible after the closing date.

Suitable candidates may be interviewed when applications are received and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS
Telephone: 01920824335 Email: hr@stedmundscollege.org
www.stedmundscollege.org

Education for the whole person: Intellectual, physical, emotional and spiritual





ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,
Yours faithfully,



Matthew Mostyn,
Headmaster



Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



ST EDMUND'S COLLEGE
& PREP SCHOOL

Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



ST EDMUND'S COLLEGE
& PREP SCHOOL

Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- 25 days' annual leave (FTE), plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30; 9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4% College contribution 8.5%.



A Career at St Edmund's College	
Porter / Cleaner	
Job Description	
Reporting to:	Domestic Services Manager
Probationary Period:	6 months
Hours:	Monday to Friday 7.00am – 3.30pm Flexible Start/Finish: Some flexibility may be available with start and finish times. Occasional weekend work may be required which will be included within the contracted hours. The post-holder will, from time to time, be required to work additional/alternate hours, including weekends, with due notice.
Summary of the Role:	To undertake a combined cleaning and portering role. Working as part of a team to maintain a high level of cleanliness throughout the College and providing a service to all who use the premises to support the smooth day-to-day running of activities, regular and occasional events.
Main duties and responsibilities:	<i>Main duties.</i> - To clean areas of the College at specific times, and in a designated manner, as instructed by the Domestic Services Manager or in their absence the Domestic Services Supervisor. These include sports areas, cloakroom/changing areas, showers and toilets, classrooms, meeting rooms, and other areas as appropriate including all surfaces and pipework in the vicinity. - Prepare halls, meeting rooms and other areas for events, examinations and accommodation requirements by setting-up chairs, tables, desks, other furniture, and accessories in line with instructions provided. - To collect, deliver and move items around and within the College within given timescales, including but not limited to parcels, packages, furniture, stationery, laundry. - Carry out sundry tasks and duties as required by the Domestic Services Manager or in their absence the Domestic Services Supervisor in the first instance, or by senior members of staff. - Provide feedback to the Domestic Services Manager or in their absence the Domestic Services Supervisor regarding damages, incidents or any issues impacting the safety or cleanliness of the College in a timely manner, so that appropriate action can be taken. - Undertake any reasonable request, task, or duty, which is required. <i>Responsibilities as a member of the team, are indicated here. Other duties of an appropriate level and nature will also be required.</i> <i>Portering</i> - Collection of rubbish from around the site and within the College. Take rubbish to central skips on site. - Take receipt of and deliver incoming parcels/packages throughout the College. - Prepare venues for all College requirements according to instructions given. - Collection and delivery of laundry to areas within and around the site.

	• Minor repairs and maintenance of furniture, fittings and fixtures as instructed. • Moving goods, furniture, and equipment from one location to another within the College campus. • Drive the electric vehicle (subject to suitable driving licence) whilst aware of a student-based environment. <i>Cleaning</i> • Daily restocking, as needed, with, for example, soap and toilet tissue. • Daily cleaning of any kitchen area that falls within your designated area. • Daily cleaning of classrooms, which may include specialist classrooms, such as laboratories/HE/Art/Ceramics/DT. • Daily inspection for damage in your designated area and giving notification to Building Maintenance, the Domestic Services Manager or the Domestic Services Supervisor at the earliest opportunity, if needed. • Routine cleaning of pupil and staff accommodation within your area, including staircases, corridors, and common rooms. • Responding to periodic reasonable requests from the Domestic Services Manager or in their absence the Domestic Services Supervisor, such as covering for absentees. • Carrying out deep-cleaning tasks as required by the College during student holiday times. • Following specific written and verbal instructions with regard to use of cleaning materials in line with COSHH regulations. • Following the correct manual handling procedures. • Undertaking any reasonable requests, tasks or duties that are required, including working some evenings and weekends; other duties of an appropriate level and nature as and when requested. • In case of absence of staff, it is expected that other staff will cover areas of work usually dealt with by the absent employee. Areas for cover will be distributed amongst the team where possible. <i>Health and Safety:</i> • To work safely and operate within Health & Safety regulations and College Health and Safety Policy requirements at all times.
Safeguarding Responsibilities:	• Whilst not in a teaching role, as a Porter / Cleaner you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children's barred list information) will be required in advance of appointment. • Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	• Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar, and any other member of the core SLT.
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org
The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.	

We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



A Career at St Edmund's College

Porter / Cleaner

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications		Basic Certificate in Health and Safety in the Workplace.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	- Demonstrable experience of working within a team. - Demonstrable experience of delivering a service/services in a customer-centric environment.	- Previously worked in a school environment. - Experience of the post applied for.	Contents of the application form Interview Professional references
Skills & Knowledge:	- Ability to behave in a manner which befits a student-centred environment. - Ability to adopt our Code of Conduct and Safeguarding policy, having received these documents. - Ability to communicate effectively with internal and external contacts. - Ability to follow instructions and work to given timescales and deadlines.		Contents of the application form Interview Professional references

Personal competencies qualities, attitude and behaviours

- To be hard-working and take pride in your work.
- To be highly customer-serviced focused.
- To be professional yet personable.
- To be physically fit and able to undertake physical work, including lifting and carrying items of a reasonable weight.
- To be able to accept instruction and guidance as well as being able to work on your own initiative.
- To offer flexibility and be able to work as part of a team in order to achieve the goals of the department.
- To demonstrate versatility and provide cover for other staff as required and as instructed by your Line Manager.
- To be willing to work weekends and evenings as required (with advance notice).
- To be able to manage your workload and remain calm when dealing with several competing deadlines.
- Current UK Work permit required.
- Valid UK driving licence (necessary to drive the department vehicle).
- Current Enhanced DBS check will be obligatory if successful.

Contents of the application form

Interview

Professional references

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.