



THE **Leys**
CAMBRIDGE



**SUPPORT
STAFF**

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



Clare Ives
Head

Domestic Supervisor



Permanent Post | Part time | Part year

£25,901 per annum (FTE £28,694)

(£14.71 per hour)

We are seeking an experienced Domestic Services Supervisor to join our busy Domestic Services team. You will use your experience to efficiently supervise cleaning staff and oversee any related issues in your allocated boarding houses and classrooms.

You will be working:

Monday – Friday (06.00 – 13.30)

Plus Saturdays on a rota basis (07.00 - 10.00), approximately 1 in 3 Saturdays which is an average of 36 hours per week.

You will be working 42 weeks each year.



Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



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Pupils contribute in a myriad of ways to school life and the local community. They are exceptionally respectful, kind and courteous to others.



Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2025 ISI comment that we have a “highly inclusive environment, which supports pupils to become exceptionally thoughtful and considerate citizens.” sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

“A thoughtfully planned extra-curricular programme, that is responsive to the interests and talents of pupils.”



The Role

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

- To undertake the general supervision of cleaning and related issues in allocated boarding houses and classroom areas as required and to address any specific requirements or concerns.
- To undertake any necessary related administration.
- Line management responsibility for: Domestic Cleaning staff

Key Tasks:

Laundry Management

- To ensure that all laundry paperwork is completed by domestics and sent to laundry and all returned laundry and dry cleaning is checked for shortages.
- To collect up laundry invoices weekly and return to the Domestic Services Manager.

Maintaining Cleaning Standards

- To check daily the standard of cleanliness in all areas in classroom areas & boarding houses, to include communal areas, studies, toilets and shower rooms, staircases, and other associated areas.
- To complete two detailed boarding house checks per week.
- To refer to Domestic Role profiles for areas.
- To manage any cleaning problems, laundry discrepancies and people management issues escalating to the Domestic Services Manager if necessary.

Boarding Houses

- To liaise with Matrons daily about any boarding house related problems and to report any maintenance jobs to Matrons where possible, or to put in chit's themselves to maintenance on a daily basis.
- To check the quality control of bedding replacements, i.e., duvets, pillows, mattresses, mattress protectors etc.
- To check the cleanliness and quality of shower curtains, bathmats, hand towels and tea towels.

The Post

Stores

- To check the stock levels of cleaning materials and assisting domestic staff with completion of stores forms on a half termly basis, returning them to the Domestic Services Department.
- To manage the stores (issuing stock / purchasing stock / stock control) and process invoices for the Domestic Services Manager to authorise.
- To support with the preparation of stores deliveries on site on a half termly basis.

Health & Safety

- To check the correct usage of cleaning chemicals and its correct dilutions ensuring domestics are using correct P.P.E.
- To ensure that Domestics are maintaining and checking the safety of cleaning equipment e.g., vacuum cleaners and polishing machines, on a regular basis and reporting broken or damaged equipment to the Domestic Services Manager.
- Ensure Domestics are following C.O.S.H.H & Health & Safety procedures.
- To ensure all chemical data sheets are current and up to date in all of your areas of responsibility.
- To adhere to Health and Safety and legislative requirements.
- To carry out duties in a safe and organised manner, ensuring that equipment leads from polishers or vacuum cleaners are not left creating a hazard to other staff or pupils.

Ensure that the following tasks are carried out:

- To ensure that after the damp mopping of any floor surfaces 'Yellow Warning Signs' are in place to avoid any accidents on slippery floors.
- To refer and adhere to C.O.S.H.H. guidance charts and substance levels at all times.
- To ensure all chemicals, equipment and other hazardous items are locked in appropriate store cupboard after use.
- To ensure that mops/cloths are rinsed in clean water and left to dry upright to avoid cross-infection.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Domestic Services Manager, Head/Bursar, or other senior member of SMT as appropriate.

Line management duties and responsibilities

- To assist the Domestic Services Manager with the Domestic Assistants annual appraisals.
- To provide training for new starters, refresher training for current employees, and other ongoing development of staff on a regular basis.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

Person Specification

Criteria	Essential	Desirable
Experience	<p>Previous experience in a supervisory role within a housekeeping or cleaning department</p> <p>Cleaning experience</p>	<p>Cleaning experience within a school, hospital or residential care setting</p>
Knowledge	<p>Interest in working within a school setting.</p> <p>Good understanding of COSHH and how it applies in the school.</p> <p>Good MS Office skills</p> <p>Able to complete some administration tasks relating to checklists, invoices and logging maintenance issues</p>	<p>Understanding of a boarding school or residential setting</p> <p>Happy to undertake safeguarding training</p>
Skills	<p>Resilient and assertive</p> <p>Able to supervise and motivate a team.</p> <p>Able to work independently.</p> <p>Able to work well within a large team</p>	<p>Ability to conduct appraisals and induction training</p>
Qualifications	<p>None required</p>	<p>Functional Maths & English</p>

How to *Apply*

How to apply:

If you are interested in applying, please submit a completed application form including covering letter, to The Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by 09.00 on Tuesday 5 May 2026.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





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