



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.



C. Ives

Clare Ives
Head

Female Domestic Assistant

Permanent Post | Salary £13.45 per hour

Join our friendly Domestic Services team, and provide essential cleaning & laundry services to the school community.

We are looking for **two** reliable and proactive female* Domestic Assistants to support our Girls Boarding Houses.

The hours of work will be:

Position 1:

- Monday to Friday (07.00 - 12.00)
- Alternate Saturdays (08.00 - 10.00)

Position 2:

- Monday, Wednesday and Friday (07.00 -12.00)
- Tuesday and Thursday (08.15 - 12.15)
- Alternate Saturdays (08.00 - 10.00)

You will be working over 41 weeks of the year, supporting the school during term time, and our visiting language schools during school holidays.

*Due to the specific genuine occupational requirements of the role, Schedule 9, Part 1, Paragraph 1 of the Equality Act 2010 relating to Work Exceptions and Occupational Requirements applies. A female Domestic Assistant is required on grounds of privacy, safety and decency within our Girls' Boarding Houses.





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 Department

Our Domestic Services team play a vital role in maintaining a safe, hygienic, and welcoming environment for pupils, staff, and visitors.

Their daily responsibilities typically include cleaning classrooms, corridors, toilets, staff rooms, and communal areas, ensuring all surfaces are disinfected and floors are swept and mopped. They also manage waste disposal, replenish supplies like soap and paper towels, and respond to any urgent cleaning needs that arise during the school day. The team works across a variety of different building including classrooms, boarding houses, the Sports Complex and office areas.

By working diligently and often behind the scenes, the Domestic Services team helps prevent the spread of illness, supports the school's health and safety standards, and contributes to a positive learning atmosphere.

If you join this busy team, you will receive full training and a comprehensive induction programme. We provide uniform items to wear on site. You will be working on your allocated area within the school, completing a checklist of cleaning tasks for each day.

The Post

Job Description

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 clean classrooms, bedrooms, communal areas, bathrooms, toilets and shower areas, kitchen, staircases and corridors and Prep rooms.
- To assist with management of laundry.
- To cover areas where we have absence or to support with cleaning tasks in areas within the school.
- To undertake other reasonable related tasks as requested by the Domestic Services Manager or Supervisors.

Main duties and responsibilities:

There is no fixed location of work within the School. Post holders may be assigned to an area of the School based on the operational needs of the department for a temporary or longer period, however, any location is subject to change as operationally required.

Daily Tasks:

- Empty all rubbish – General, Recycling and food waste.
- Bedrooms – Vacuum daily all study bedrooms (except Tuesday and Thursday), dusting woodwork, wipe all work surfaces, empty general/recycling and food waste bins, tidy duvet covers/clothes.
- Bathrooms – clean all hand basins, showers, toilets, urinals, wiping inside and outside the bowl, clean mirrors above basins. Clean floors, refill toilet paper and soap dispensers as needed.
- Showers – clean showers daily, weekly to descale taps and showers including shower doors, clean shower drains out.
- Hard floors – wash daily with Blitz floor cleaner.
- Staircases & corridors – vacuum staircases and corridors, wipe ledges, doorframes, picture frames and stair banister with damp cloth.
- Check high areas weekly i.e., light fittings, shelves, dust, and clean following deep clean list.
- Laundry – laundering of pupils' personal items, sorting dirty laundry to send to Swiss Laundry.
- Assist with sorting of pupils' personal laundry after washing and drying.
- Check all allocated areas regularly for damage and inform Domestic Supervisor or house matron to report matter

Weekly Deep Clean Tasks:

- Bedrooms – Dust skirting boards and high level dusting, (Wednesday to clean all desks), wipe down all surfaces, clean mirrors, clean windowsills, wipe dirty marks off walls, clean doorframes, and door guards.
- Bathrooms – Descale all stainless steel e.g., taps, shower attachments, clean drains in showers.
- Clean/descale shower cubicle doors, wipe dirty marks off walls, clean doorframes, and door guards.
- Staircase & corridors – Dust skirting boards, windowsills, picture frames, fire extinguishers, high level dusting, shelving, ledges, and pipework. Wipe dirty marks off walls, clean doorframes, and doorguards.
- Communal areas – Dust skirting boards, window skills, picture frames, fire extinguishers, high level dusting, shelving and ledges and pipework. Check under cushions on sofas for rubbish, wipe dirty marks off walls, clean doorframes, and door guards.
- Kitchens – wipe down cupboard fronts, descale taps and draining boards, empty crumbs from toaster, wipe out bins, wipe down walls, high/low level dusting.

Health & Safety and C.O.S.H.H. Requirements:

- To adhere to Health and Safety and legislative requirements.
- Whilst carrying out duties work in a safe and organised manner, ensure that equipment leads from polishers or vacuum cleaners are not left creating a hazard to other staff or pupils.
- After damp mopping any floor surface always leave 'Yellow Warning Signs' in place to avoid any accidents on slippery floors.
- Refer and adhere to C.O.S.H.H. guidance charts and substance levels at all times.
- Ensure all chemicals, equipment and other hazardous items are locked in appropriate store cupboard after use.
- Rinse mops/cloths in clean water, leave 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, Director Events & Domestic Services, Head/Bursar, or other senior member of SMT as appropriate.
- 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.

Person Specification

Criteria	Essential	Desirable
Qualifications	None required	Functional Maths & English
Experience	Previous experience in a similar role (Housekeeping, Healthcare, Domestic or Commercial cleaning)	Previous experience working in a school environment
Skills	Able to follow guidelines and instructions Good organisational skills Good communication skills Reliable, flexible, and trustworthy	Good time management and able to prioritise tasks. A team player, able to adapt and work well in a team
Knowledge	Understanding of the importance of safeguarding in a school environment	Thorough understanding of the appropriate use of cleaning equipment and chemicals Willing to undertake training

How to *Apply*

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

Candidates who have been shortlisted will be invited for interview. We will review applications on receipt. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

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.





The Fen Causeway, Cambridge CB2 7AD T: 01223 508 900 E: admissions@theleys.net W: theleys.net
[Instagram](#) | [Facebook](#) | [LinkedIn](#)