



Cleaning Assistant & Key Holder

Recruitment Pack - Oct 2025



**CHELTENHAM
BOURNSIDE
SCHOOL**

“Inspiring lives through learning



Welcome

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called **“a harmonious school”**.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of an average of +0.48** over the last two years which places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the **“strong sense of community for both staff and pupils”** and that **“pupils are ready for learning and engage well with teachers and other adults.”** Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - recruitment@bournside.com
I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



**CHEL TENHAM
BOURN SIDE
SCHOOL**





Overview

Cleaning Assistant & Key Holder

Start date:	October 2025
Grade/pay scale:	£13.00 per hour - £18,590 annually
Contract:	27.5hrs per week, 52 weeks per year
Working pattern:	Monday to Thursday 4:30pm – 10:30pm & Fridays 4:00pm – 10:00pm (30 minutes unpaid break per shift)
Responsible to:	Cleaning Supervisor

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Cleaning Assistant & Key Holder**. We are looking to appoint a Cleaning Assistant & Key Holder to join our Facilities team. As cleaning assistant, you will provide an efficient and timely cleaning service across the school. You will support the Sports Centre with lettings/activity set ups and internal and external events set ups within the school.

This role is a Key Holder position with responsibilities of overseeing the running of the Sports Centre and opening and closing of the facilities when covering for the Sports Centre Duty Manager.

Closing date: Friday 31st October 2025 at 9.00am

Apply online: <https://www.bournside.com/school-information/careers-at-bournside/>

Please note - We reserve the right to interview and appoint prior to the closing date.



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Job description

Cleaning Assistant & Key Holder

We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

Purpose

- To support the Commercial & Facilities Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To oversee the running of let facilities whilst on shift (only in the absence of the Sports Centre Duty Manager), providing assistance and support to school facility users, promoting a customer-focused environment, generating excellent public relations and customer care.
- To provide an efficient and timely cleaning service across Bournside School.
- To strive to achieve the high standards of work ethic and work quality that is expected when part of the Bournside Team.

Specific Responsibilities

- This role has key holder position responsibilities, in the absence of the Sports Centre Duty Manager you will be required to open and closing of the facilities, ensuring security by activation of the intruder alarm.
- Oversee the running of let facilities (in the absence of Sports Centre Duty Manager), with responsibility for the lettings / activity set ups during out of school hours, plus set up for internal and external events within school buildings.
- Act as a point of contact for all stakeholders including facility users and outside contractors when necessary and to liaise with contractors on site when needed.
- Maintain cleanliness of the site and fitness suite, including litter picking and emptying of bins.
- To carry out cleaning duties in any area allocated by the Cleaning Supervisor to the required standard and within the allocated time (allocated areas are subject to change as required)
- Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments)
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary



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Job description

Cleaning Assistant & Key Holder

Specific Responsibilities

- Collecting and bagging of waste and making ready for disposal
- Check that windows are closed and lights turned off before leaving the area
- Ensuring cleaning materials and equipment are used in a safe, efficient and cost effective manner
- Ensuring that all cleaning equipment used is cleaned before returning to the stores
- To report any defects in plant, equipment or the working environment to the Cleaning Supervisor
- To be responsible for your own work with minimal supervision and to work as a valued member of the cleaning team
- Ensuring that health and safety guidelines are followed at all times whilst on the premises and to take reasonable care to safeguard your own safety and that of others with whom you work
- Provide cover for other members of staff who are absent as required (this could mean allocation to other areas as and when required)
- To undertake training in health and safety, the correct use of cleaning chemicals and
- the use of cleaning equipment such as floor machines, vacuum cleaners and wet pick ups
- Ensuring that users of the building are treated with courtesy, care and consideration
- To take every opportunity to promote a positive image of the cleaning team and the Academy to all users of the building and in the local community

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



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Person specification

Cleaning Assistant & Key Holder

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualification	• Commitment to complete relevant training	• First Aid at Work • Manual handling training • Basic COSHH awareness and health & safety training.
Experience, understanding and knowledge	• Have cleaning experience. • Knowledge of cleaning systems • Have high standards of work. • Willing to undertake trainings courses that are relevant to the post and that are required for health & safety purposes. • Computer literate and comfortable using Microsoft Office365 applications	• Experience of working in an education environment • Knowledge of Safeguarding. • Facility management experience • Leisure industry experience
Personal qualities	These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community. Ambition • Shows enthusiasm to excel in their role. • Takes initiative to identify and pursue opportunities for growth and improvement. Curiosity • Possesses a natural curiosity and desire to learn new things. • Approaches challenges and opportunities with an open and curious mindset. Pride • Punctual and reliable. • Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines. Purpose • Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives. • Is committed to serving the needs of students, parents, and the school community with purpose and intentionality. Respect • Shows empathy and understanding towards the needs and perspectives of others. • Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment. Support • Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources. • Provides encouragement and support to students, colleagues, and parents to help them achieve their goals.	





Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Four electric car charging points
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support with a qualified psychotherapist and a coach
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily)

Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights
- Provision of all necessary IT equipment



Lottie & Olive

Our School Therapy Dogs



**CHEL TENHAM
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We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



“Inspiring lives through learning