



St Swithun's
WINCHESTER

Domestic Supervisor

Required from September 2026
Permanent, full time, 40 hours per week
£29,039.26





St Swithun's
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Welcome from the Headmistress

Thank you for your interest in St Swithun's!

We are proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools.

The High-Performance Learning philosophy is that:

- **High achievement** is an attainable target for everyone;
- **Intelligence** is not fixed; we can all become cleverer;
- **High performers** are made, not born, they work for it.

HPL involves the systematic and explicit encouragement and empowerment of students to develop the ways of thinking and ways of behaving that will equip them for success both in school and beyond. It is the cornerstone of our philosophy.



Jane Gandee, Headmistress

We are also a girls' school and as such we expect and support all our students to **enjoy and excel** in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.

Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

If this short introduction resonates with you, we will very much welcome an application from you.





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Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.



Our Location

The school is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible on public transport.



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Our ethos

St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again.

Fail better." If a girl can immediately excel at everything, we ask of her, we as educators must set the bar higher.



We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time, a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.



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Our community

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness.

We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.



The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.



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Our facilities



School buildings are modern and well equipped. As well as academic classrooms and science labs, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, sports halls and a full-size swimming pool.

We have recently completed the first phase of a major project to create new indoor sports facilities. Information about our Active Lives project can be found [here](#).

There is an impressive library, higher education and student guidance department and ICT facilities. The grounds are spacious and encompass sports fields, courts and gardens.

The School is registered as a Company Limited by Guarantee and as a charity and has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

A separate charity, [Bramston Foundation](#), looks after our transformational bursary programme.



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Domestic Supervisor

Role overview

The Daytime Domestic Supervisor is a member of the Domestic Team, which forms part of the Operations Department. You will work closely with the Evening Supervisor, with a daily crossover to ensure an effective handover. The Supervisor role is to support the Domestic Manager in the day-to-day supervision and coordination of the Domestic Team. The role is key to ensuring high standards of cleanliness, hygiene and presentation are maintained throughout the school.

You will lead by example, monitor cleaning standards, allocate and organise workloads, and provide guidance, support and training to Domestic Assistants. You will help ensure that all work is carried out safely and in accordance with school procedures and health and safety requirements.

The role requires flexibility to work across all areas of the school, including boarding houses, classrooms, offices, communal areas, kitchens and washrooms and sporting facilities.

This is a year-round role, reflecting the school's busy calendar of events and lettings, which take place during both term time and school holiday periods. Flexibility will therefore be required to meet the changing operational needs of the school and the Letting Company throughout the year.

The postholder may also be required to undertake other reasonable duties appropriate to the level and responsibilities of the role, as requested by the Domestic Manager or Operations Bursar.



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Domestic Supervisor

Key responsibilities

Cleaning Standards

- Maintain consistently high standards of cleanliness, hygiene and presentation across the school.
- Carry out regular inspections of work areas and address any issues promptly.
- Ensure daily and periodic cleaning schedules are completed to the required standard.
- Provide guidance and support to Domestic Assistants where standards need improvement.
- Support and carefully coordinate deep-cleaning programmes throughout the year.

Operations

- Assist with the daily planning, allocation and coordination of Domestic staff.
- Adjust workloads and priorities to meet changing operational needs, including events and lettings.
- Liaise with the Evening Domestic Supervisor during the daily handover to ensure continuity of service.
- Carry out regular stock takes of domestic products and identify replenishment requirements.
- Ensure cleaning equipment is used correctly, safely and appropriately.
- Respond to urgent or additional cleaning requirements as they arise.

Operations

- Follow and promote the school's health and safety procedures and safe working practices.
- Ensure the correct use of PPE, cleaning products and equipment.
- Identify and report hazards, defects and maintenance issues promptly.
- Support the reporting and recording of accidents and incidents.
- Ensure Domestic Assistants understand and follow relevant health and safety procedures.



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Person Specification

Essential

- Previous experience in a cleaning, housekeeping or facilities role.
- Experience leading, supervising or coordinating a team.
- Ability to maintain consistently high cleaning and hygiene standards.
- Strong organisational and time-management skills.
- Good communication and interpersonal skills.
- Ability to motivate and support others.
- Reliable, flexible and adaptable approach to work.
- Good attention to detail.
- Sufficient English language skills to communicate effectively and understand training, procedures and safety requirements.

Desirable

- Experience within a school, boarding environment, hotel, healthcare or similar setting.
- Knowledge of COSHH regulations and safe use of cleaning chemicals.
- Relevant supervisory qualification.
- Experience delivering staff training.
- Basic IT skills for online training and record keeping

These qualities will be assessed through application, references and during the interview process.



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a permanent, full-time position working 40 hours per week. The normal working hours are 6.00am to 2.30pm, Monday to Friday, including a 30-minute unpaid break. The salary for this role will be £29,039.26.

The school offers a range of benefits, which may include:

- 7.6 weeks holiday including bank holidays
- Generous DC pension scheme
- Free membership of the school swimming pool
- Free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments whilst working

APPLICATION

The closing date for applications is 15 September, at 9.00am.

Please complete our online application form which can be found [here](#).

For any queries about the role or the application process, please contact the HR Department:

Telephone: 01962 835798

Or email: recruitment@stswithuns.com

For an informal discussion about the role please contact Sandra Kelly, Domestic Manager via kellys@stswithuns.com or call 01962 835 233.

Applications will be considered as they are received, and we reserve the right to close applications before the closing date.



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Child protection and safeguarding

“St Swithun's is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be considered.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes or would like any support to access our recruitment process fully, please do contact us at recruitment@stswithuns.com.



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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).



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