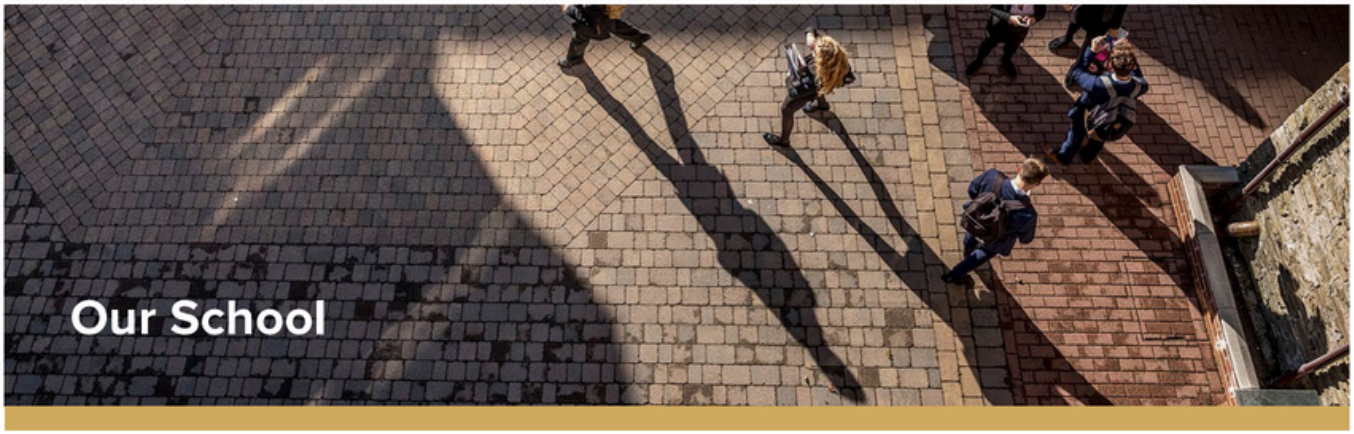




Founded in 1858, West Buckland School has grown into a vibrant and inspiring community. Set within nearly 100 acres of stunning North Devon biosphere, the school enjoys an exceptional location close to renowned surfing beaches and surrounded by unspoilt countryside.

This unique setting celebrated as “world class by nature” reflects the standard of education we deliver. From Nursery through to Sixth Form, we are proud to offer a truly world-class learning experience in a place where students can thrive both academically and personally.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000
Email: recruitment@westbuckland.com www.westbuckland.com



Our School

At West Buckland School, we proudly stand among the leading independent schools in the UK, for boys and girls aged 3 to 18. Our ethos distinguishes us, as we prioritise shaping the school experience around each child. With a commitment to exceptional teaching, we place the child at the heart of all we do. Our ultimate goal is to empower every individual to discover their unique excellence.



The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the *Jonathan Edwards Sports Centre*, and the award-winning *150 Building*, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and *The Michael Morpurgo Library*, a state-of-the-art building comprising of study facilities, library and resource centre, opened in autumn 2015.



Academic standards at the school are high and, for many years, West Buckland School has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. The school has a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.





Cleaner/ Porter

The role

Reporting directly to the duty Caretakers who are responsible to the Chief Operating Officer, this is a year-round position as a General Cleaner/Porter.

Job Description

The scope and duties of the posts are:

- Assist with maintaining the highest possible standards of cleaning and hygiene required throughout the area of allocation, following correct procedures.
- Duties to including but not exclusive to: collection of refuse and disposal, cleaning of toilets and changing rooms, floor maintenance, vacuuming, replenishing of cleaning supplies, toilets rolls, hand towels and soap.
- Assisting with deep cleaning programme as requested by the Caretaker, including cleaning of carpets with relevant machinery and use of pressure washer, weeding of paths around perimeter of work areas.
- Window cleaning as required after consultation with the Caretaker.
- Assist with school event set up and event clear up
- Assist with the movement of furniture and equipment across the school site, some heavy lifting may be involved.
- Ensure any defects are reported to the Caretaker - worn furnishings, soft coverings or broken or damaged items.
- Attend relevant mandatory training sessions and courses as required.
- The duties of this post as identified are not exhaustive and may be reviewed and amended as necessary.

Qualifications

NVQ in Cleaning and Support Services is desirable but not essential.
Must have own transport due to the location of the School.

Hours of Work

This is a full-time post working 35 hours per week. Normally, the hours will be 07:00-16:00, or 09:00-18:00 Monday to Friday, with a cumulative unpaid break totalling 60 minutes per day.

One day a week, on rotation basis, you will finish work one hour earlier, at 15:00/17:00. May Day Bank Holiday, School Speech Day and School Open Days are normal working days for this post.

The school reserves the right to amend working days to aid in the delivery of the school's provision providing five days' notice of change is provided, the change will be deemed to be core working hours with no overtime applicable.

Salary

£12.71 an hour – 35 hours £23,132 per annum

Benefits

Along with a competitive salary, all drinks are provided. The School also offers 25 days holiday per year, plus bank holidays, pension scheme, and use of fitness facilities.



The Process

Applications should be submitted by noon on Monday 12th October 2026.
Interviews will be held during the week commencing 19th October 2026 or on receipt of a positive application for a mid-September start.

Applicants should submit an application form and letter to the Chief Operating Officer, including reasons for suitability for the post, via email at recruitment@westbuckland.com

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Applications

Our School Equal Opportunities West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application.