



# WOLVERHAMPTON GRAMMAR SCHOOL

## Head of Housekeeping

Part time. 2pm-7pm, Monday to Friday, Term Time only + two weeks (This will be the last 2 weeks of the summer holidays).

Annual Salary: £14,866 (SP25)

### PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.



**Are you looking for your next challenge? An opportunity has arisen for Head of Housekeeping to join our team. If you would like to be part of a thriving Estates Department and a member of an inclusive and diverse school community, then we would like to hear from you.**

As the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

Full details and an application pack can be downloaded from [www.wgs.org.uk](http://www.wgs.org.uk), or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: [cec@wgs-sch.net](mailto:cec@wgs-sch.net)



**CLOSING DATE FOR APPLICATIONS: Sunday 19<sup>th</sup> April 2026**

**INTERVIEWS WILL BE HELD WEEK COMMENCING: 20<sup>th</sup> April 2026**



## INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



Outstanding Educational Partnerships

# 79%

Grade 9-6 (A\*-B equivalent) awarded at GCSE



25  
acre site

# 76%

A\* to B grades awarded at A Level



TES Awards Finalist



A school community that inspires openness, trust and mutual respect

For more information about the School and to download the job description and application form, visit [www.wgs.org.uk](http://www.wgs.org.uk) or contact Carrie Clines telephone: 01902 421326 or email: [cec@wgs-sch.net](mailto:cec@wgs-sch.net)

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## Job Description

### Summary

We are seeking a highly organised and experienced Head of Housekeeping to lead our housekeeping team at Wolverhampton Grammar School. The successful candidate will oversee daily cleaning operations, ensure the highest standards of cleanliness and hygiene, and maintain efficient workflows across all housekeeping functions. This role offers an excellent opportunity for individuals with a background in facilities management, school operations, or cleaning services to contribute to a prestigious educational environment committed to excellence.

Line Manager: Estates Manager

Part time. 2pm-7pm, Monday to Friday, Term Time only + two weeks  
(This will be the last 2 weeks of the summer holidays).

Annual Salary: £14,866 (SP25), All year round

### Management & Supervision

- Supervise in-house cleaning staff and provide guidance and support.
- Ensure staff relationships remain courteous, professional, and appropriate; identify areas of concern to the management team.
- Implement specialist cleaning tasks when areas require additional upkeep (e.g., carpet shampooing).
- Support the Estates Manager in identifying training opportunities.
- Conduct appraisals and manage the staff appraisal system.

### Operations & Scheduling

- Implement a schedule of works and reallocate tasks to cover staff absences.
- Implement work/deep cleaning schedules during holiday periods.
- Work alongside the management team to determine appropriate timescales for large-scale cleaning projects and scheduled general cleaning tasks.
- Inspect daily work performed by cleaners to maintain high levels of cleanliness and hygiene.
- Ensure efficiency of cleaning products and machinery to maintain consistent standards.

### Health & Safety

- Provide support and guidance on the safe operation of machinery, cleaning standards, and general health and safety practices.
- Issue PPE and supervise lone working where necessary.
- Ensure all cleaning standards comply with regulatory and Health & Safety requirements.

### Administration & Budgeting

- Monitor cleaning material stock levels and reorder supplies when needed to ensure adequate stock is maintained and allocated appropriately.
- Provide administrative support for overtime and annual leave claims, ensuring cover is consistently provided, particularly during peak periods.
- Complete return-to-work forms for periods of absence within the team.
- Manage annual budget allocations and provide monthly expenditure reports to the Estates Manager.
- Maintain and manage sign-in sheets for staff.

### Experience & Knowledge

- Minimum of 3 years' experience in a cleaning role.
- Minimum of 2 years' supervisory experience or equivalent proven skills.
- Strong interpersonal skills and relationship management.
- Excellent knowledge and understanding of regulatory compliance.
- Skills & Qualifications
- IOSH or equivalent Health & Safety qualification (desirable).
- Trained to BICS standards.
- Excellent IT skills, specifically Microsoft Office.