



The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK  
DOMESTIC**

**THE ROYAL SCHOOL WOLVERHAMPTON  
START DATE JUNE 2026**



# WELCOME MESSAGE FROM OUR PRINCIPAL



Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4–19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

We welcome your application to be part of our community and would be delighted to invite you to visit and see the school in action, or to call us to talk the role through.



A handwritten signature in blue ink, appearing to read 'Tom Macdonald'.

Mr Tom Macdonald  
Principal

## Job Description:



<b>Job Title:</b>	<b>Domestic</b>
<b>Accountable to:</b>	<b>Domestic Supervisor</b>
<b>Terms of employment:</b>	<b>Permanent, Monday-Friday 6am-8.30am, 12.5 hours 52 weeks, with flexibility for holiday and sickness cover, dependent on need and availability.</b>
<b>Start Date:</b>	<b>8<sup>th</sup> June 2026</b>
<b>Salary:</b>	<b>£12.71 per hour; £8,261.50 per annum</b>

The Royal School is seeking a highly motivated, experienced and confident Cleaner to join our Domestic Team in this heavily oversubscribed day and boarding free school.

The role requires flexibility for holiday and sickness cover, and can be amended at any time according to the school needs.

### Main purpose of role:

To undertake cleaning in allocated school areas, as directed by the Domestic Supervisor, SLT, and Principal.

### Duties and Responsibilities:

Domestics are required to undertake the following duties as directed by the Supervisor, using the prescribed methods and frequencies in line with the requirements of the cleaning specification.

1. Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
2. Sweeping floors with brushes or dust control mops.
3. Mopping floors with wet or damp mops.
4. Suction cleaning carpeted areas and "spot" cleaning carpets.
5. Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
6. Using electrically powered pick up machines.
7. To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelves and fitments.
8. To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract.
9. To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
10. The use of chemical agents as directed by the Supervising Officer in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training.
11. To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.



- To be aware of and comply with policies and procedures relating to; child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

**Health and Safety - This will include, but is not limited to:**

- a)Liaising with Managers to ensure that all Health and Safety management systems, processes and practices are consistent
- b)Working with Team Leaders to ensure that, in all activities undertaken, the School properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; relevant regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.
- c)Working with Managers to ensure the school's responsibilities in relation to maintaining health & safety statutory documentation is met

#### **Risk Management**

To ensure compliance with departmental and school risk assessments.

To immediately raise and report any health and safety concerns.

**Safe Working Practices for Adults working with Children-** It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations -** The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Equality and Diversity –** There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.

**Health and Safety -** The post holder must at all times carry out his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

**Flexibility -** All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

**This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

Person Specification	Essential	Desirable
<b>QUALIFICATIONS /TRAINING</b>		
Evidence of working within a similar environment	E	
<b>SKILLS, EXPERIENCE and KNOWLEDGE</b>		
A knowledge of Health and Safety requirements and experience of implementing safe working practices.	E	
Ability to maintain high standards under pressure	E	
Excellent time management skills and the ability to work as part of a team or undertake work on an individual basis	E	
Ability to follow and document detailed instructions	E	
Able to prioritise well and use own initiative	E	
Excellent interpersonal skills	E	
<b>PERSONAL QUALITIES</b>		
Excellent communication skills, written and orally.	E	
Have a flexible approach to work and be adaptable, including ability to work in on a shift basis and cover when required.	E	
Positive attitude to work, excellent attendance and punctuality record.	E	
Ability to work in a highly confidential manner and undertake safeguarding training.	E	



## Ethos



·Traditional values and behaviour, married with a forward looking, dynamic and global outlook.

·Excellence in the Arts, on the sporting field, in STEM and across academic breadth.

·An outstanding co- curriculum and enrichment programme, provided through our extended day, which nurtures and develops young people across a range of talents, promotes skills for life and underpins academic success.

·An inclusive approach to building pupil motivation, aspiration, and self-esteem, through our “all-age structure”, vertical House families, and outstanding pastoral and wrap around care, which means that pupils entering RSW at whatever age and stage can be well supported in their learning and achieve challenging individual targets.

·The development of self, personal responsibility, and accountability within a vibrant and supportive extended community through our weekly and term time boarding houses, our links with The Royal’s existing alumni and our outstanding programme of engagement with the wider local community.

·Having staff, children, and parents who are committed to learning as the passport to success.

·A unique physical location and setting in which to grow and develop, established within the heart of the city.



## RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.

## TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.





We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

*Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.*



We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.



## Our Boarding dimension helps us to:

- Enrich to our school and local community.
- Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).
- This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.



## This leads to:

- Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.
- Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.
  - Being able to address the urgent demand for more local pupil places, at both primary and secondary.
  - Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.
- Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.



# Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Cycle to work scheme
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Staff Swimming sessions
- Staff Gym sessions

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

# Application process



**Application deadline: 10am Monday 18<sup>th</sup> May**  
**Completed application forms to [lcalloway@theroyal.school](mailto:lcalloway@theroyal.school)**  
**CVs are not accepted for this role.**

## How to find The Royal School

**By Car: Postcode WV3 0EG**

**By Rail: Wolverhampton Train Station is located at WV1 1LE.**

## The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

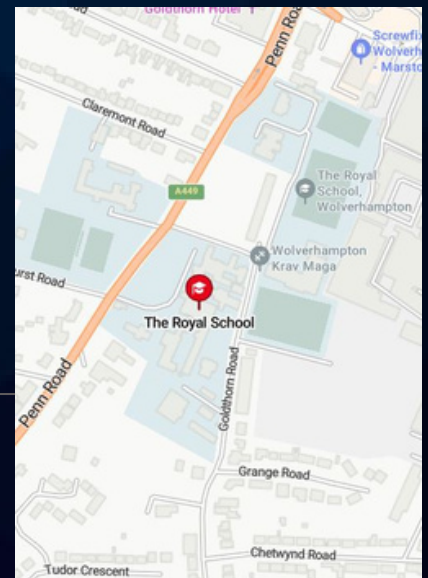
**Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.**

**Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.**

**The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.**

**Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.**

**Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.**



## The Royal School Wolverhampton

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