



# Application Pack

**Ref: WA385**

**Westminster Abbey Choir School  
Cleaner**

**Part Time – Permanent (8 hours per  
week over Saturday and Sunday)**

**Advert date: 24 February 2025**

**Closing date: 7 March 2025**

**Westminster Abbey Choir School**



## Contents

- About Westminster Abbey Choir School
- About Westminster Abbey & Abbey Values
- Job description and Person Specification
- Working for us
- Equality statement
- Safeguarding
- How to apply

# About Westminster Abbey Choir School

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for around 30 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, who are boarders in the relative peace and calm of Dean's Yard in the centre of London. It is thus a small, tightly knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are key to the smooth running of the boys' busy timetable.

Boys are selected by audition and academic test at the age of seven to start at the school in Year 4. At age 13 they move on to one of a wide range of leading schools, to which the many win music scholarships.

In addition to providing outstanding musical training, Westminster Abbey Choir School maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

The school is generously staffed with nine full time and four part time academic staff, ten support staff and 16 peripatetic music staff. As a department of Westminster Abbey, the school forms part of the Abbey's overall administrative structure, drawing on its maintenance, finance, IT and human resources departments.

In a school of this size, staff get to know each boy very well indeed and several of the staff live on the premises. Central to the school's ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. Indeed, this culture is common to the whole community of Westminster Abbey.

The close relationship with Westminster Abbey brings a special dimension to the school. The boys sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions such as the state funeral of HM Queen Elizabeth II and the Coronation of HM King Charles III. They also give public concerts and recitals both here and abroad, and make recordings.

Outside the normal run of singing and academic lessons, there is a busy programme of extra-curricular activities. In addition to the usual array of sports, boys may be found in a range of pastimes, from sailing and rock-climbing to origami and chess. A special feature of the school year are the periods leading up to Christmas and Easter when the choristers are required to sing in Westminster Abbey. The boys eagerly look forward to these periods and the school continues with a programme of seasonal events.

The Dean and Chapter funds 80% of the fees for all pupils at the Choir School and there is the opportunity for parents to apply for additional, means tested, bursaries which can cover up to 100% of the fees.

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the Choir School website: <http://www.westminster-abbey.org/safeguarding-rse/> and a summary is provided in Appendix 1.

# About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth I on 21<sup>st</sup> May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

## **Westminster Abbey's mission is:**

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with our shared and public life;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

## **Our Values:**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

**It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.**

# Job Description

**JOB TITLE:** Choir School Cleaner

**ACCOUNTABLE TO:** Matron

**BACKGROUND:** Westminster Abbey Choir school exists to educate and care for the 30 boy choristers who board at Westminster Abbey Choir School

**JOB SUMMARY:**

- To clean designated areas of the school to the highest possible standards
- To be responsible for promoting and safeguarding the welfare children and young people

**LOCATION:** Westminster Abbey Choir School

## MAIN DUTIES AND RESPONSIBILITIES

1. To undertake the cleaning of designated areas of the school and in the designated time.
2. To use cleaning materials as instructed by the appropriate person in charge.
3. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers/buffers.
4. Duties will include the following:
  - Spot cleaning of spillages
  - Wiping, polishing, dusting of designated areas
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surrounds
  - Mopping and spray cleaning hard floor surfaces
  - Straightening furniture and general tidying up of designated areas
  - Replenishing supplies in toilets
  - Bed making and changing
  - Launder bedding and clothing
  - Checking and closing windows, switching off lights after work.
  - Report all defects/hazards must be immediately reported to the Site Supervisor
5. During periods when the school is closed, cleaning duties may vary throughout the school e.g. summer cleaning programme.
6. To work as part of a team and ensure all relevant tasks are completed in allotted time.
7. To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows.
8. To adhere to all the agreed school policies.
9. To actively participate in appropriate training at the beginning of the Michaelmas term, including safeguarding and Keeping Children Safe in Education and throughout the year as needed to focus on job specific training such as manual handling and COSHH.

Ensure that all duties and responsibilities are carried out in accordance with the School's Health and Safety Policy.

**Safeguarding:** Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## **Essential**

### **Skills/Aptitudes/Knowledge/Experience**

The successful candidate will:

1. Have knowledge and experience of high standards of cleaning
2. Be able to work independently and as part of a small team
3. Complete cleaning tasks as required
4. Be able to work swiftly to complete tasks within the time allowed
5. Be able to complete the physical tasks
6. Understand the importance of the health and safety including:
  - The use of washing machines and dryers
  - The use of irons when children might be present
  - The use of vacuum cleaners with trailing leads and on staircases
  - The use of safety warning signs whilst working
  - The safe use of chemicals and cleaning materials

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the website: <http://www.westminster-abbey.org/choir-school>

# Working for Us

## **Employment Status**

This post is part time and permanent.

## **Salary**

The salary is £5,083.16 per annum (full time equivalent £28,856.36) and is paid on the last Friday of each month. Salary is reviewed annually.

## **Working Hours**

These are 8 hours per week and the full-time equivalent hours are 40 hours per week. The normal arrangement of working hours is four hours on a Saturday and 4 four hours on a Sunday, but alternative work patterns will be considered.

## **Annual Holidays**

The postholder will be employed on a term time basis for approximately 40 weeks per annum, comprised of a full-time holiday entitlement of 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## **Training**

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## **Season Ticket Loan**

A season ticket loan is offered after completion of a probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

# Equality Statement and How to Apply

## Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please complete the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## How to Apply

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please send your completed application by email to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org)

**Applications should arrive no later than 12 noon on 7 March 2025. Interviews are scheduled to take place on 13 March 2025.**

We regret that, due to the large number of applications we sometimes receive, we may only be able to contact or provide feedback if you have been shortlisted for interview.

It is hoped that the successful candidate will be able to commence as soon as possible, subject to satisfactory employment checks.

*If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical and a Disclosure and Barring Service (DBS) check at **enhanced** level.*