



## Fettes College

### Housekeeper (Fixed Term/Maternity Cover)



A place to **live.** A place to **learn.** A place to **grow.**

An opportunity has arisen for a proactive and motivated individual, with experience in a similar role, to join the Fettes Housekeeping team. You will be responsible for providing a comprehensive cleaning and waste removal service, ensuring a clean, safe and welcoming environment for all students, staff and visitors.

## **The Role**

You will be part of the Housekeeping team and will report to the Housekeeping Manager.

You will have good communication skills, and the ability to manage your own workload within the parameters of your role. Flexibility, resilience and good humour will be important characteristics to deal with the varying demands that are placed on the Housekeeping team. You will be accustomed to providing excellent customer care.

The Fettes campus includes boarding houses, teaching spaces, shared and private offices, private accommodation, and a health club comprising around 2,000 members. During school holiday periods, the team will service a busy external lettings programme which can involve weekly changeovers. There are rolling refurbishments carried out across the campus periodically and deep cleans are required at the conclusion of each.

Ensuring a healthy and safe environment for all students, staff and visitors is an essential part of the role.

## **Key Responsibilities**

- Ensure that the cleaning of prescribed areas throughout the College Campus is carried out to a satisfactory standard, ensuring a clean, safe and welcoming environment for all.
- Maintain excellent working relationships with the Housekeeping team, and other departments throughout the School.
- Work closely with the catering and maintenance teams to provide and maintain a clean, safe and welcoming environment for all pupils, staff and visitors.
- Support the Fettes community to dispose of waste appropriately, to minimise the number of waste collections required and contribute towards our sustainability targets.
- Check and report any equipment issues, e.g. broken, maintenance, service, replacement.
- Raise work requests via FRED (reporting system for repairs, etc).
- Contribute to efficiencies and improvements in the department, by making recommendations.
- Use equipment safely and correctly.

- Ensure Health and Safety and COSHh obligations are followed and met.
- Attend, and contribute to, staff meetings.
- Carry out any other reasonable and related duties as required by the Housekeeping Supervisor and Housekeeping Manager.

## Person Specification

### Qualifications and Skills

- Relevant experience to carry out duties competently.
- Excellent standards of customer service.
- Able to work on your own and in a team environment.
- Responsible, punctual, and organised.
- Awareness and understanding of relevant Health and Safety legislation.
- Good eye for detail.
- Previous experience in a similar role.
- Knowledge of sustainable housekeeping practices to contribute towards Fettes' sustainability goals.

### Personal Qualities

- Personable and approachable with a helpful attitude.
- Passionate with a “can do” attitude.



## Benefits

This is a fixed term opportunity (up to 12 months), working 35 hours per week Monday to Friday (6am to 2pm with 2 unpaid 30-minute breaks per day). You may also be required to work alternate Saturdays or Sundays for around 2-3 hours, depending on the needs of the School. Some additional weekend, evening or overnight working will be required to support key calendar events and particularly busy periods.

Salary: £12.71 per hour

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.

- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2%. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

### **Application Process**

The closing date for applications for this role is **Wednesday 28<sup>th</sup> January 2026**. Interviews will be held in the w/c **2<sup>nd</sup> February 2026**. To apply, please go to our website and follow the link for this vacancy: [www.fettes.com](http://www.fettes.com).

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role.

Our Housekeeping Manager, Gordon Shon, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with Gordon.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

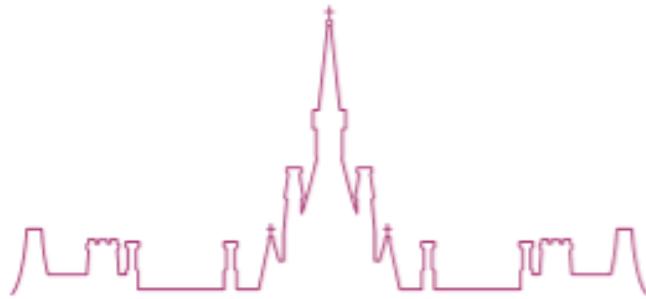
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any

questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic)) at [A.Chakravarty@fettes.com](mailto:A.Chakravarty@fettes.com).



### About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a prep school for students starting at age 7 and from September 2025 a Pre-Prep was introduced. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1,000 individuals, made up of just under 700 students and over 300 dedicated staff.



## Fettes Moving Forward

### **Our vision**

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our  
vision – and how it shapes  
and informs our future –  
at [Fettes.com/vision](http://Fettes.com/vision)*

