Fettes College

Housekeeper (Fixed Term)



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, providing 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.
- 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 Manager and Deputy 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 our sustainability goals.

Personal Qualities

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



Benefits

Salary: £13.22 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).
- Fettes College Pension Plan - This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute a minimum of 8% of your basic annual salary to the Plan and you will be required to contribute a minimum of 2% of basic annual salary. If you contribute 10% or more, the College will contribute 12%.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

Hours of Work

This is a fixed term opportunity (12 months), working 30 hours per week as follows:

- 5 hours Saturday am.
- 5 hours Sunday am.
- 20 hours during the week (specific working pattern to be discussed at interview).

Application Process

The closing date for applications for this role is Monday 7th December 2026. Interviews will take place later that week. Interviews may be scheduled, and we reserve the right to appoint, prior to the closing date. To apply, please go to our website and follow the link for vacancies: www.fettes.com.

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 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.

About Fettes

World-class co-educational full boarding and day school (5-18 years), Fettes combines a proud Scottish identity with an international outlook. The turreted main Building (designed by one of Scotland's leading architects, David Bryce) is an iconic Edinburgh landmark, set within a beautiful 100-acre woodland campus. It is a combination few schools can match: the space, community and breadth of a great boarding school, within walking distance of the cultural city of Edinburgh.

- Recognised for an 'Outstanding Curriculum' (*Education Scotland*), Fettes offers a sector leading, all-round education
- Academic excellence in GCSE and the only school in Scotland to offer the dual pathway of A Level and the IB in Sixth Form
- Top IB School in Scotland and top 10 in the UK
- Extensive co-curricular opportunities for all students

- The journey begins in Fettes Prep (with a Pre-Prep for 5-7 and a Prep School from 7-13*)* 'The School that puts kindness at the core of its curriculum' (Sunday Times)

Taking into account our staff and students, we are a community of around 950 individuals.

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