



# ST GABRIEL'S

NEWBURY



## CANDIDATE INFORMATION PACK

MORNING CLEANER (Fixed Term Contract)



## A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.

RICKI SMITH



## About St Gabriel's

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children aged 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

### Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.


**St Gabriel's: a school founded on community, inspiration, understanding and balance.**

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th Century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.



# Our History

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- 2026:** St Gabriel's becomes a fully co-educational Nursery, Junior and Senior School
- 2024:** Year 9 and Year 12 co-educational entry points
- 2022:** Start of the Senior School's co-educational journey with boys welcomed in to Year 7
- 2019:** 90th Birthday and restoration of Oval Room and Library
- 2018:** Garland Science Laboratories and Theatre refurbished
- 2017:** Opening of Sandleford Farmhouse as the new Sixth Form Centre
- 2014:** The Junior School became fully co-educational; The nursery opened its doors to children from the age of six months
- 2012:** Dance Studio opened
- 2011:** Opening of the North Block (MFL & Technology Rooms)
- 2002:** Opening of the Sports Hall
- 1989:** Dining Room and Technology building opened
- 1984:** Science Block built
- 1983:** The Junior School, Falkland St Gabriel's, previously sited at Wash Common moved to Sandleford Priory
- 1974:** A Board of Governors became responsible for the school after the Sisters left
- 1948:** The Community of the Companions of Jesus the Good Shepherd (CJGS), an order of Anglican nuns, bought Sandleford Priory and moved the school to its current site
- c1946:** To accommodate growing numbers following the war the Junior School moved to Falkland Lodge, Wash Common, Newbury and was known as Falkland St Gabriel's
- 1943:** St Gabriel's relocated to Ormonde House, Newbury in January 1943. A house on Donnington Square was also used to accommodate the growing school community
- 1939:** The school (80 pupils and staff) evacuated to West Ogdwell Manor in Devon
- 1938:** From September to December the school evacuated to Wantage, utilising facilities at the former St Katharine's School site
- 1929:** St Gabriel's was founded in Mill Hill, London
- 18th Century:** Sandleford Priory acquired by the Montagu family. Mrs Elizabeth Montagu, the founder of the Blue Stocking Society, employed James Wyatt, to make the 13th Century chapel into a dining room, which was then joined to the house by Wyatt's remarkable Oval Room. The grounds were landscaped by Capability Brown
- 12th Century:** Sandleford Priory founded for the Austin Canons by Count Geoffrey de Perche and his wife, Matilda, niece of King Richard I

# The Position

## AFTER SCHOOL CLUB SUPERVISOR - JUNIOR SCHOOL

**Contract Type:** Fixed term contract - June 2027  
(Maternity Cover)

**Working Pattern:** Term Time plus 10 weeks (44 weeks)  
(Flexibility with start time can be accommodated as well as extension to full time hours for the right candidate)

**Hours:** 05:30 -08:30 Monday to Friday

**Salary:** Competitive

**Reporting to:** Operations Manager

**Location:** St Gabriel's School, Newbury, RG20 9BD

## JOB PURPOSE AND OVERVIEW

We are seeking an experienced Cleaner to play a key role delivering a high quality, efficient, and reliable cleaning service across the school.

Working as part of a highly regarded and committed team, you will be responsible for ensuring all designated areas are maintained to an exceptional standard. This includes our impressive Sports and Performing Arts Centre, where you'll help keep the dance studio, theatre, and changing rooms spotless and ready for pupils and school events.

The working hours are 05.30-08.30 Monday to Friday during term time plus 10 weeks. or all year round.

## MAIN DUTIES AND RESPONSIBILITIES

You will need an understanding of Health & Safety regulations, especially Manual Handling and a basic awareness of COSHH.

If you are committed to maintaining high standards of cleanliness, safety, and customer service we would be delighted to hear from you.

## WHAT WE'RE LOOKING FOR

- Understanding of Health & Safety regulations, especially Manual Handling.
- Basic awareness of COSHH (Control of Substances Hazardous to Health).
- Experience using cleaning machinery (e.g. floor polishers) is beneficial.
- Committed to maintaining high standards of cleanliness, safety, and customer service.
- Reliable, punctual, and hardworking.
- Friendly, proactive, and professional approach to work.

# Employee Benefits



## LOCATION

Well connected, within easy reach of A34, M4 & A339



## CLUB DISCOUNTS

Ultimate Activity Holiday Club discounts for children



## EMPLOYEE ASSISTANCE

Access to confidential advice & support



## COMMUNITY & SOCIAL

Regular social events for staff



## CONCESSION DAYS

Concession days throughout the year, including Dame Betty Day



## PERKBOX

Access to Perkbox Discount scheme



## FEE REMISSION

Generous Discounted Fees



## CPD

Opportunities for Professional Development



## PENSION

Enrolment in outstanding pension scheme and options to upgrade



## HEALTH & WELLBEING

Range of health benefits incl. 24/7 online GP and Nurse Practitioner Support



## FLU VACCINATIONS

Annual on-site free vaccinations



## TEAM

Working as part of a highly regarded & committed team



## FREE EYE TESTS

Annual free eye-test & contribution towards glasses for regular VDU users



## WORKING ENVIRONMENT

33 acres of 'Capability' Brown parkland, including lake and easy access to Greenham Common



## FREE REFRESHMENTS

Daily nutritious & delicious snacks



## PARKING

Plenty of free onsite parking

“The benefits at St Gabriel’s go far beyond the great pension scheme and staff discounts. There’s a real focus on wellbeing and work–life balance, and the setting is genuinely beautiful — it’s a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community.”





## How to apply

Please complete the School's Application Form and send this to [HR@stgabriels.co.uk](mailto:HR@stgabriels.co.uk).

**Closing Date: Monday 19 May 2026**

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email [HR@stgabriels.co.uk](mailto:HR@stgabriels.co.uk).

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NEWBURY

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