



Clitheroe Royal Grammar School

Founded in 1554

Cleaner with additional duties

15 hours per week Monday to Friday

3:30pm to 6:30pm

Term Time only plus 3 weeks holiday working

£9.99 per hour (pay award pending)

We have an opportunity for a cleaner with additional duties to start as soon as possible. We believe that our success starts with having a passion for delivering first class service standards throughout our busy school. As a valued member of our Facilities Management Team you will receive training, on-going support, a competitive salary and membership to the Local Government Pension Scheme. Previous experience is not essential but taking pride in your work and having a flexible approach is. This is a term time post with some additional hours to be arranged in the school holidays.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. In line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you wish to discuss any aspect of this role please contact Mr Gerry Van Der Merwe, Estates Manager for an informal discussion on 07734 848 253.

The closing date for applications is 12 noon on Wednesday 9th November 2022 and interviews are expected to take place week commencing 14th November 2022.



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October 2022

Dear Applicant

Thank you for your interest in the post of Cleaner with additional duties at this school. Please find enclosed: Job Description - Person Specification Form - Application Form - Recruitment Monitoring Form for completion.

Your Application: If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit a focused application including the following:

Letter of Application: This should be no more than 2 sides of A4 and should cover your experience, knowledge, skills and abilities.

Application Form: This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application).

Please return your application form, letter of application and recruitment monitoring form addressed to the Bursar, Clitheroe Royal Grammar School, York Street, Clitheroe BB7 2DJ. Completed applications may also be emailed to HR@crgs.org.uk

If you have any queries or would like to discuss this opportunity then do not hesitate to contact me. I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', written in a cursive style.

Lynne Higginbottom
Bursar



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JOB DESCRIPTION

Job Title	Cleaner with additional duties
Pay Rate	£9.99 per hour (pay award pending)
Hours of Work	15 hours per week. Term time only plus 3 weeks holiday working
Location	York Street and Chatburn Road
Responsible to	Site Supervisor, Estates Manager and Bursar
Job Purpose	To act as a keyholder to close the school premises and grounds, carrying out security checks. To work as part of a team, cleaning designated areas within the school premises to ensure that they are maintained in a clean, hygienic and well-presented manner.

Main Duties

- To act as a keyholder, carrying out security procedures for the buildings and grounds
- The routine and non-routine closing of premises and grounds and to instruct cleaning staff in all aspects of their work

Cleaning Duties to include:

- Vacuum Floorcoverings
- Buffing vinyl floor coverings
- Mopping floor coverings
- Emptying waste bins
- Dusting & polishing of designated areas
- Dusting & polishing of fixtures and fittings
- Wet wiping/disinfecting fixtures and fittings
- Wet wiping/disinfecting ledges, desks, chairs and tables
- Cleaning/disinfecting toilets and shower areas
- Wiping walls in classrooms and circulation areas
- Internal windows and window ledges
- Using appropriate powered equipment/cleaning machinery, vacuum, buffer, scrubber/dryer
- Following all health and safety regulations regarding the safe use of cleaning materials and safe working practices
- Duties may vary between term and closure periods.
- Duties may vary between school sites.

Support for the School

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS
- To attend skill training and participate in personal/performance development as required
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school

- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

Conditions of Service

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is term time only plus three weeks to be worked during the school holidays, agreed with the Bursar
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday between 15:30 and 18:30

The core tasks and duties are in general terms only and they are not intended to be prescriptive

Agreed by: Lynne Higginbottom

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. We welcome applications regardless of age, gender, ethnicity or religion. In line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out.

Please note this is for guidance only as post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Estates Manager or Bursar.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification Form – Cleaner with additional duties

<p align="center">Requirements (based on the job description)</p>	<p>Essential (E) or desirable (D)</p>	<p>To be identified by: Application form (AF), Interview (I), Test (T), or other (give details)</p>
Qualifications		
<p>Experience Experience of working as a cleaner Experience of working in school or other educational environment Experience in operating powered machinery Experience of being a key holder or a position of responsibility</p>	<p>D D D E</p>	<p>AF/I AF/I AF/I AF/I</p>
<p>Knowledge, skills and abilities Ability to operate at a level of understanding and competence equivalent to a reasonable level Ability to develop effective working relationships Attention to detail skills Ability to work as part of a team Excellent oral and written communication skills Flexible attitude to work Ability to work in an organised and methodical way</p>	<p>D E E E E E E</p>	<p>AF/I AF/I AF/I AF/I AF/I AF/I AF/I</p>
<p>Other (including special requirements) Smart and presentable appearance Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to and understating of Health & Safety in the workplace Commitment to sustain regular attendance at work Commitment to undertake relevant training Willingness to work outside of contracted hours when required (e.g. parents evenings, school events)</p>	<p>E E E E E E E</p>	<p>AF/I AF/I AF/I AF/I AF/I AF/I AF/I</p>
<p>Prepared by: Lynne Higginbottom</p>		<p>Date: October 2022</p>