



# Clitheroe Royal Grammar School

Founded in 1554

## CLEANING STAFF REQUIRED

**25 hours Monday to Friday**

**Morning and Afternoon Shifts Available**

**Hours scheduled between 6:00am to 8:30am and 3:45pm to 6:15pm**

**Term time only (plus 3 weeks during the school holidays)**

**£12.17 per hour**

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 hours available could be combined as one shift.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

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.

**Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/> with completed application forms should be returned by email to: [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk)**

**The closing date for applications is 12 noon on Friday 7<sup>th</sup> February 2025 and interviews are expected to take place week commencing 10<sup>th</sup> February 2025.**

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. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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January 2025

Dear Applicant

Thank you for your interest in the post of Cleaner at this school. Please find enclosed the job description and person specification for your reference in order to complete your application form.

**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, skills and knowledge you have to be considered for the job.

**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). Both the application form for support staff and recruitment and monitoring form can be found on our website <https://www.crgs.org.uk/about-us/vacancies/>

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 by **12 noon on Friday 7<sup>th</sup> February 2025**. Completed applications may also be emailed to [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk)

If you have any queries or would like to discuss this opportunity, then do not hesitate to contact me. If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom  
**Bursar**



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## Job Description – Cleaner

<b>Pay Rate</b>	£12.17 per hour
<b>Responsible to</b>	Site Supervisor, Estates Manager and Business Manager
<b>Location</b>	York Street and Chatburn Road
<b>Hours of work</b>	25 hours per week. Hours to be worked between 6:00am to 8:30am and 3:45pm to 6:15pm Monday to Friday, term time only plus 3 weeks during the school holiday

### Core Purpose of the Role:

- To undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are maintained in a clean, hygienic and well-presented manner.

### Main Duties:

- 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.
- Duties may vary between school sites, term and closure periods.
- To follow all health and safety regulations regarding the safe use of cleaning materials and safe working practices.
- Any other reasonable duties as defined by the line manager.

### Contribution to Whole School:

- To work within and promote all school policies and procedures.
- To be aware of the responsibilities relating to safeguarding and promoting the welfare of children and young people.
- To contribute to the provision of an effective environment for learning.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- 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.
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday between 6:00am to 8:30am and 3:45pm to 6:15pm.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site.

Agreed by: **Lynne Higginbottom**

**January 2025**

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. In line with Keeping Children Safe in Education 2024, 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 above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**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 – Cleaner

	Essential	Desirable	Method of Measuring
<b>Experience</b>			
Experience of working as a cleaner		X	A, I
Experience of working in school or other educational environment		X	A, I
Experience in operating powered machinery		X	A, I
<b>Knowledge/skills/abilities</b>			
Ability to operate at a level of understanding and competence equivalent to a reasonable level		X	A, I
Ability to develop effective working relationships	X		A, I
Attention to detail skills	X		A, I
Ability to work as part of a team	X		A, I
Excellent oral and written communication skills	X		A, I
Flexible attitude to work	X		A, I
Ability to work in an organised and methodical way	X		A, I
<b>Other (including special requirements)</b>			
Smart and presentable appearance	X		A, I
Commitment to safeguarding and protecting the welfare of children and young people	X		A, I
Commitment to equality and diversity	X		A, I
Commitment to and understating of Health & Safety in the workplace	X		A, I
Commitment to sustain regular attendance at work	X		A, I
Commitment to undertake relevant training	X		A, I
Willingness to work outside of contracted hours when required (e.g. parents evenings, school events)	X		A, I

### Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.