



Clitheroe Royal Grammar School

Founded in 1554

CLEANER WITH ADDITIONAL DUTIES Temporary until 31st August 2025

**27.5 hours Monday to Friday
6:00am to 8:30am and 3:30pm to 6:30pm
Term time only (plus 3 weeks during the school holidays)
£12.65 per hour**

We believe that our success starts with having a passion for delivering first class service standards throughout our busy school. An opportunity has arisen for a temporary cleaner with additional duties to join our well established, in-house Facilities Management Team, to ensure the school premises are clean and well-presented. The successful candidate will also act as a keyholder to open and close the school building and premises.

As a valued member of our 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.

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.crqs.org.uk/about-us/vacancies/> with completed application forms should be returned by email to: bursar@crqs.org.uk

The closing date for applications is 12 noon on Friday 7th February 2025 and interviews are expected to take place week commencing 10th 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 temporary post of Cleaner with additional duties at this school. 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. 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.

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 premises and estates of the school is managed by the Estates Manager who is supported by a Senior Site Supervisor and Assistant Site Supervisor at Main School and a Site Supervisor at Sixth Form. The cleaning of the school is managed in-house by two teams on both sites. The successful candidate will work as part of the cleaning team ensuring all areas of the school are cleaned and well presented. In addition, the successful candidate will also act as a keyholder to open and close the school premises and grounds.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply. We would ask you to submit your completed application via our website at www.crgs.org.uk/about-us/vacancies/ accompanied by a supporting letter of no more than 2 sides of A4.

In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

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 7th February 2025**. Completed applications may also be emailed to 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 with additional duties (Temporary)

Pay Rate	£12.65 per hour
Responsible to	Site Supervisor, Estates Manager and Business Manager
Location	York Street and Chatburn Road
Hours of work	27.5 hours per week. Hours to be worked between 6:00am to 8:30am and 3:30pm to 6:30pm Monday to Friday, term time only plus 3 weeks during the school holiday

Core Purpose of the Role:

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

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 be trained as a First Aider and willing to fulfil this role within school.

- 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 3:30pm to 6:30pm.
- 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 with additional duties

	Essential	Desirable	Method of Measuring
Experience			
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
Experience of being a key holder or a position of responsibility	X		A, I
Knowledge/skills/abilities			
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
Other (including special requirements)			
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
Willing to undergo first aid training and fulfil first aid duties	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.