



CHATHAM & CLARENDON GRAMMAR SCHOOL



Staff Application Pack

Evening Cleaner

www.ccgrammarschool.co.uk



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Headteacher's Welcome

Thank you for your interest in joining Chatham & Clarendon Grammar School.

We are proud of our school, our pupils and our staff, and we are committed to providing a safe, supportive and ambitious environment in which everyone can thrive. We are pleased that you are considering applying for this role and hope the information in this pack helps you decide whether this is the right opportunity for you.

Applications should be submitted via UK Teach - [Chatham & Clarendon Grammar School](#)

Chatham & Clarendon Grammar School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The successful candidate will be subject to appropriate pre-employment checks, which may include an enhanced DBS check, children's barred list check where applicable, verification of identity, right to work in the UK, qualifications, employment history, health clearance, references and, for teaching posts, teacher status and prohibition checks. Other checks may be required depending on the nature of the role.

As part of our safer recruitment process, shortlisted candidates may be subject to an online search as part of our due diligence. This may help us identify any incidents or issues that are publicly available online and which we may wish to explore with the candidate at interview.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore required to disclose relevant convictions, cautions, reprimands and final warnings that are not protected or filtered under current guidance. Providing false or misleading information may result in an application being disqualified or, if appointed, may lead to dismissal.

References will usually be requested before interview, where possible. Referees should be able to comment on your professional suitability for the post. One referee should be your current or most recent employer, and references must be provided by someone with appropriate authority.

Should you have any further questions regarding the recruitment process, please email Mark Baker-Milner, HR & Payroll Manager on mbaker@ccgrammarschool.co.uk.

Thank you again for your interest in our school. I wish you every success with your application.

Yours sincerely,

Ben Chidwick
Headteacher



The Chatham and Clarendon Way

There are many elements that make our school **traditionally unique**, and one thing that we all hold dear is the wider development that our youngsters receive, helping them to become **well rounded young adults** who are prepared for life in the modern world.

As an extension of our existing vision, values and learning ethos, we nurture the development of **important intellectual, moral, civic and performance character values** that align with our current practice in an easy to articulate 'Chatham & Clarendon Way'.

A Chatham & Clarendon student:

- Does the right thing, not because they are told or because they are watched, but because it is right
- Is kind and courteous- they hold doors and support each other
- Greets everyone with a hello, good morning or good afternoon
- Approaches subjects with an open mind and intellectual curiosity
- Accepts the consequences of their actions
- takes collective responsibility for the school environment
- Represents the house system and the school with pride
- Embraces opportunities outside the classroom
- Shows autonomy and takes a proactive approach to opportunities and challenges
- Demonstrates resilience by learning from setbacks and persevering when faced with challenges
- Enjoys the intrinsic rewards of doing well and celebrates their achievements
- Makes eye contact, and speaks clearly and politely
- Is a strong ambassador for the school in how they behave, communicate and help others in the wider community
- Is committed to achieving their very best

This is the Chatham & Clarendon way

Chatham Street, Ramsgate, Kent, CT11 7PS

Phone: 01843 591075 Email: loweroffice@ccgrammarschool.co.uk

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff that meet the earnings threshold will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme. You don't pay tax or National Insurance on your contributions and CCGS adds a generous employer contribution.

Professional Development

We are committed to investing in our staff and offer a range of professional development opportunities to support career progression, build skills, and enable colleagues to reach their full potential.

Job Description

Job Title	Evening Cleaner
Closing Date	Monday 21 st September 2026
Salary	Band 2 Point 7 £24,520 prorated £12,145.55
Contract Type	Fixed term (until August 2027)
Working Hours	20 hours per week (15.30 – 19.30)
Location	Chatham and Clarendon Grammar School
Reporting To	Cleaning Supervisor

Job Purpose

To provide a high-quality cleaning service that ensures the school's buildings and facilities are clean, hygienic, safe and welcoming for students, staff and visitors.

The postholder will work as part of the cleaning team, primarily during the evening, following agreed cleaning schedules and complying with the school's health and safety, safeguarding and security procedures.

Key Responsibilities

Cleaning duties

- Clean classrooms, offices, corridors, stairways, communal areas and other designated spaces to the required standard.
- Sweep, vacuum and mop floors, including the safe use of cleaning machinery where required.
- Clean and disinfect desks, tables, doors, handles, ledges and other frequently touched surfaces.
- Clean toilets, washrooms and changing facilities, replenishing soap, toilet paper and other supplies.
- Empty bins and dispose of waste and recycling in the appropriate designated areas.
- Clean internal glass, mirrors and other accessible surfaces.
- Undertake periodic and deep-cleaning tasks as directed, including during school holiday periods.
- Report any areas requiring specialist cleaning, repair or additional attention.
- Use cleaning materials, chemicals and equipment safely and in accordance with manufacturers' instructions and COSHH requirements.
- Ensure cleaning equipment is left clean, secure and ready for future use.
- Monitor stocks of cleaning materials and notify the appropriate person when supplies are running low.

Health, safety and security

- Follow all school health and safety procedures and safe working practices.
- Display warning signs and take appropriate precautions when cleaning floors or using cleaning chemicals.
- Report accidents, hazards, damage, maintenance issues, pest concerns or security risks promptly.
- Wear any required uniform and personal protective equipment.
- Follow the school's procedures for lone working, manual handling and the use of electrical equipment.
- Ensure rooms and areas are left secure after cleaning, including closing windows, switching off lights and locking doors where required.
- Maintain awareness of fire safety and emergency evacuation procedures.

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Safeguarding and professional conduct

- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead or another appropriate member of staff.
- Maintain appropriate professional boundaries and conduct when working in a school environment.
- Respect the confidentiality of information seen or heard while carrying out cleaning duties.
- Comply with the school's policies, procedures and staff code of conduct.
- Treat students, colleagues, visitors and contractors with dignity and respect.
- Support the school's commitment to equality, diversity and inclusion.

General responsibilities

- Work cooperatively with other members of the cleaning and premises teams.
- Attend relevant induction, training and team meetings as required.
- Assist with reasonable additional cleaning duties following spillages, adverse weather, events or other operational needs.
- Undertake any other reasonable duties appropriate to the nature and level of the post.

This job description provides an overview of the principal responsibilities of the role. It may be reviewed and amended following consultation with the postholder to meet the changing needs of the school.

Person Specification

The criteria below will be assessed through the application and selection process. All essential criteria must be met for an appointment to be made.

Assessment methods **A - Application form** **I - Interview** **R - References** **P - Practical assessment**

Criterion	Essential	Desirable	Assessment method
Previous experience of cleaning in a workplace or public building		X	A, I
Experience of working in a school or similar environment		X	A, I
Knowledge of basic cleaning methods, materials and equipment	X		A, I, P
Awareness of health and safety when using cleaning products and equipment	X		A, I, P
Knowledge of COSHH requirements		X	A, I
Ability to follow cleaning schedules and instructions accurately	X		A, I, P
Ability to work effectively both independently and as part of a team	X		A, I, R
Ability to organise tasks and complete work within the available time	X		A, I, P
Ability to maintain consistently high standards of cleanliness	X		I, P, R
Ability to carry out the physical requirements of the role, with reasonable adjustments where appropriate	X		I
Ability to handle cleaning equipment and undertake duties involving bending, lifting and standing	X		I, P
Reliable, punctual and able to maintain regular attendance	X		I, R

Criterion	Essential	Desirable	Assessment method
Honest, trustworthy and responsible	X		I, R
Positive, flexible and willing approach to work	X		A, I, R
Good attention to detail	X		A, I, P
Ability to communicate appropriately with colleagues, students and visitors	X		A, I
Understanding of the importance of confidentiality	X		A, I
Commitment to safeguarding and promoting the welfare of children and young people	X		A, I, R
Understanding of appropriate professional boundaries when working in a school	X		I
Willingness to undertake safeguarding, health and safety and other relevant training	X		A, I

- Please apply here [Chatham & Clarendon Grammar School](https://www.chatham-clarendon-grammar-school.co.uk) or contact Mark Baker-Milner – HR & Payroll Manager on mbaker@ccgrammarschool.co.uk for more information.
- Early applications are encouraged, as we reserve the right to close the vacancy before the advertised closing date if a suitable candidate is found.

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