



Dover Grammar School for Girls Casual Cleaner - Application Pack

Salary: KSA (£26,168)

Hourly rate: £13.56

Hours: Zero Hours

Required: ASAP



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

“There is a caring and supportive ethos throughout the school.” “This school is well led.”

“Leaders are aware of, and sensitive to, staff's workload and well- being”

“Staff appreciate the professional development they receive and know their work is valued.”

“[staff] feel well supported and are happy and proud to work at this school.”



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Dear Applicant,

Thank you for your interest in Dover Grammar School for Girls (DGGS) and the position of School Cleaner. This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload and creating positive working conditions. I hope this Application Pack contains all the information you require, but please do not hesitate to contact the school directly if you require further information or if you would like to arrange an informal tour.

We are seeking a reliable and proactive individual to join our team as a School Cleaner. The successful applicant will play a vital role in maintaining a clean, safe and welcoming environment for students, staff and visitors. The role involves carrying out a range of cleaning duties to a high standard, ensuring all areas of the school are well-presented, hygienic and compliant with health and safety requirements. The ability to work efficiently, follow procedures and take pride in maintaining high standards of cleanliness is essential. This post would suit a flexible, hardworking and trustworthy individual who can work both independently and as part of a team. A positive attitude, strong attention to detail and commitment to supporting the wider life of the school are key. The successful candidate will contribute to creating an environment in which all members of the school community can thrive.

DGGS is a supportive and inclusive school community who are committed to working together to ensure that our students are provided with the highest academic standards. We work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and determination to ensure the highest quality of education and support for our students then we look forward to hearing from you.

The closing date for receiving your application is 9am Friday 16th October 2026, however we reserve the right to close the vacancy sooner should the right applicant apply.

If you have any questions about this vacancy please contact Mrs. Joanne Broom, Business Manager via email: jbroom@dggs.kent.sch.uk

Applications for this position can also be submitted on the Kent Count Council Support Staff application form on our website:

<https://www.dggs.kent.sch.uk/651/application-forms>

We have included a job description and person specification to support the completion of your personal statement. Please send your completed application to HR@dggs.kent.sch.uk.

Yours sincerely

Daniel Quinn
Headteacher



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Job title: Casual Cleaner

Report to: Cleaning Supervisor

Working hours: Zero Hours

Purpose of the Role

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Principal Accountabilities

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately.
- Collect and dispose of waste
- Refill and replace soap, towels and other materials
- Individuals in this role may also undertake some or all of the following:
Undertake specialised cleaning programmes during school closures or other designated periods.



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The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

	CRITERIA
EXPERIENCE	Previous cleaning experience an advantage
SKILLS AND ABILITIES	Use of a range of basic cleaning equipment, etc Able to communicate information politely and courteously Has everyday spoken skills e.g. face-to-face conversations Able to listen, observe and report information to supervisor Use of basic equipment or machinery
KNOWLEDGE	Understands and able to apply Health and Safety procedures relevant to the job such as: - manual handling; - safe use of machinery and/or equipment; - COSHH; - First Aid and Hygiene Practice; - lone working procedures and responsibilities Able to recognise and to deal with emergency situations