

JOB TITLE: **CLEANING TEAM LEADER**

REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

“Happy Kids Great Results” Good Schools Guide 2019

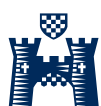
Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but

can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class with 86% of GCSE entries graded at 9-7 in 2023. A Level results are equally impressive, with over 95% of entries graded A* to B. 96% of our A Level students went on to Oxbridge, Russell Group and other top universities and medical schools. In 2019, RGS was named Independent School of the Year for Wellbeing and Pastoral Care at the TES Awards – the most important element of any great education – and also received the award of School of the Year for Community Outreach; in 2020 RGS was named Public School of the Year 2020-2021 by Tatler, the school Oscars; in 2021 RGS was named School of the Year in the UK Social Mobility Awards; and in 2023 RGS is a finalist in the Independent School of the Year Awards for Contribution to Social Mobility.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019 and most recently awarded an OBE by Her Majesty the Queen for Services to Education.





JOB DESCRIPTION

The Cleaning Team Leader is responsible for the direct delivery of the cleaning services. This includes special cleans needed for event areas as directed by the Cleaning Manager, maximising the resources available within the team, and ensuring the safe use of equipment and consumables (cleaning materials).

This role is a "hands on/cleaning " team leader role with additional responsibility for overseeing a specific site cleaning team and this is reflected in the pay scale.

The cleaning groups are given designated areas of responsibility across the Reigate Grammar site (RGS), Reigate St Mary's site (RSM), Chinthurst School site (CH) and Hartswood Sports Pavilion (HW). The team members will move between the groups at times to ensure cover is sufficient and holidays or absences are covered.

The Cleaning Team Leader will work 40 hours per week and cover the shift pattern agreed.

These hours may be flexed at times, especially in holiday periods, but always in agreement with the Cleaning or Estates Manager balancing school and personal needs. The Cleaning Team Leaders report directly to the Cleaning Manager or in her absence the Estates Manager.

Overtime is paid for any ad-hoc additional hours undertaken for special cleans, events or covering absences.

The team leader is required to;

- Undertake daily cleaning tasks – see separate summary details for the cleaning tasks undertaken on page two.
- Allocate work proportionately to your group members and clearly direct them to the relevant areas/locations on site for their cleaning duties, with suitable materials to be used safely.
- Support the Cleaning Manager in dealing with changes to the work schedule, rota and movement of staff to different groups and areas across all the school sites.
- Participate in training, question if unclear and share knowledge openly and clearly.
- Understand the uses and applications of cleaning materials as per the training provided, referenced in the cleaning Coshh file and Risk Assessment information. Apply products to the work according to instruction, supplier

- info for your own duties and duties of the team in general.
- Monitor staff at the relevant locations on cleaning standards achieved and safe working practices undertaken, always being mindful of students, staff, and visitors on site.
- Provide cover during absences and engage support from others in the team to do the same
- Liaise with school staff directly on any special requests or queries – report back to the Cleaning Manager.
- Report any concerns or issues promptly to the Cleaning Manager regarding staff performance, behaviour, attitude, or other general site issues spotted whilst out and about the site.
- Arrive for duty on time, suitably dressed in clean uniform, neat and tidy ready to complete your shift fully and to the high standards expected. Ensure the team members apply the same standards.
- Advise the Cleaning Manager, as early as possible and in advance of your shift, of any issues that might affect your attendance to work and the completion of your shift so that alternative arrangements can be made, and timely cover put in place.
- Carry out other duties as required by the school (in line with the core services provided) and as requested by the Cleaning or Estates Manager.
- Liaise with the Cleaning Manager in advance regarding holiday requests ensuring annual leave is authorised before making firm plans, especially where travel and financial commitments are involved.

Cleaning team members are provided with the following which is discussed at interview in more detail;

- ID Access cards and Keys (where relevant)
- Full uniform
- Meals and refreshments during shifts – taken at agreed times
- Holiday entitlement
- Support for role, including mandatory and general training
- Invitation to festive and summer school parties and end of term special lunch occasions.



General Cleaning Specification (training, briefing and support provided) – tasks to be undertaken and delegated to team members – term time and holiday works covered below:-

Day to day:

- Sweeping of classrooms, laboratories, stairs, toilets, corridors
- Vacuuming all carpeted areas
- Low level dusting e.g desks, window frames, window ledges, doors etc
- Cleaning tables and chairs with suitable cleaning products (multi-purpose cleaner / cream cleaner)
- Polishing wooden desks
- Wipe down front of lockers
- Cleaning toilets using brush and toilet cleaner – bleaching on Fridays
- Cleaning urinals using brush and toilet cleaner
- Cleaning basins with cream cleaner
- Mopping of floors in corridors, toilets, and halls using the correct colour coded buckets and mops
- Empty general waste bins in a safe manner especially from science
- Recycling of paper, card, glass and tins and disposing of all waste to correct bins and bin areas
- Spot cleaning of walls with suitable products
- Cleaning all glass and mirrors
- Cleaning areas where accident/sickness has occurred e.g vomit/blood etc, in a safe and hygienic way
- Sanitising taps and water fountains
- Polishing brass
- Spot cleaning of marks from paintwork and doors (PVC/ Wooden)
- Lining bins with black bags
- Cleaning white boards
- Sanitising tables and chairs to prevent bacteria spreading (Prep Schools mainly)
- Cleaning off lime scale on stainless steel sinks
- Scouring porcelain sinks in Art and DT departments
- Dusting banisters and spot cleaning stair edges/nosing's.

- Assisting with cleaning of the poolside and pool toilet/ changing room areas
- Ensuring that cleaning signs are displayed when working
- Daily awareness of health and safety arrangements and act accordingly

Holidays:

- High-and low-level dusting e.g window frames, tops of lockers, window ledges, skirtings, etc
- Full clean inside and out of lockers once cleared of personal items
- Cleaning of walls with suitable products
- Cleaning kick plates on internal doors
- Removing marks from paintwork and doors (PVC/ Wooden)
- Machining floors with buffing and scrubbing machines
- Shampooing of carpets
- Applying floor polish
- Shampooing fabric upholstered chairs
- Removing marks from paintwork and doors (PVC/ Wooden)
- Full clean of fridges
- Scrubbing stairs and stairs edges/nosing's
- Collecting lost property and assisting Cleaning Manager in sorting through
- Cleaning computer equipment e.g screens and keyboards





FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a **Suitability to work with children: self-declaration form**. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils

by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Support Staff Application Form and Supplementary Form** (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Friday 31 May 2024, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

DIRECTIONS:

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

RGS postcode RH2 0QS
RSM postcode RH2 7RN

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25 close to the A217

Postcode KT20 5QZ

By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

WHAT3WORDS

Main Reception: cabin.fire.brave

