STAFFORD GRAMMAR SCHOOL

Prep 3-11 | Senior 11-16 | Sixth Form 16-19

Date: October 2026
JOB TITLE: Cleaning Assistant
DEPARTMENT: Cleaning Department

PURPOSE: To ensure the hygienic cleaning of all areas as assigned, including cleaning, polishing, use of vacuum cleaner and emptying bins.

HOURS OF WORK: 2.5 hours per day (16.00 – 18.30) Monday to Friday for 39 weeks of the year (primarily Term Time, but also some out of term time during half term). Post to commence as soon as possible.

SALARY: £12.91 per hour

CLOSING DATE: 11th November 2026

BENEFITS: Company pension (if eligible), Free On-site parking & Sick pay

EXPERIENCE: Knowledge of working in a cleaning environment is essential, but training will also be provided.

ESSENTIAL CRITERIA: You must be able to:

Demonstrate your suitability to work in an environment with children and young people.
Willingness to undergo full pre-employment vetting checks in accordance with statutory safeguarding guidance.
Ability to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy.

Safeguarding and Employment Vetting Information

Stafford Grammar school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application Process: Applications must be made using the school's official Application Form. **In line with KCSIE guidelines, CVs will not be accepted.**

Criminal Record Checks: This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The successful candidate will be required to undertake an **Enhanced Disclosure and Barring Service (DBS) check**, including a check of the **Children's Barred List**, prior to appointment.

Self-Declaration: Shortlisted candidates will be required to complete a Criminal Record Self-Declaration Form prior to interview to disclose any spent or unspent convictions, cautions, reprimands, or warnings that are not protected under Ministry of Justice filtering rules.

Online Searches: In accordance with *Keeping Children Safe in Education*, online checks of publicly available information (including social media profiles) may be carried out for shortlisted candidates as part of our due diligence process.

Pre-Employment Checks: Any offer of employment will be conditional upon satisfactory completion of statutory checks, including proof of identity, right to work in the UK, medical fitness, and two satisfactory professional references (one of which must be from your current or most recent employer).

Job Description

PRINCIPAL RESPONSIBILITIES:

To report to and receive instructions and guidance from the Premises Manager or any other delegated person, and to actively and visibly support the Cleaning Department and School

Health and Safety - To ensure that all areas are cleaned and tidied to the prescribed standard set by the cleaning rota

To ensure all equipment is kept in clean good working order, with all losses and electrical faults being reported to the Premises Manager immediately

To ensure all cleaning chemicals are used for the correct purpose and under current COSHH guidelines

Comply with the School's current Health & Safety policies

Report all accidents and any health hazards ensuing to ensure the safety and comfort of all staff and pupils

Stock Control and Key security

Ensure that your cleaning storage cupboard is kept secure and tidy at all times and that cleaning materials are consistently available by ordering replacements, when necessary, via the Premises Manager.

Ensure that all areas within your responsibility are secured as specified and keys returned to the key press at the end of each work shift

General

To report damage and defects to the buildings and infrastructure of the School so that appropriate repair and renovation can be undertaken

To report instances of security breaches (e.g., unlocked doors and open windows after School has closed or reporting of suspicious persons on the school premises) so that remedial action can be promptly taken.

Be reliable and flexible, and a good team player

Adhere to all School policies

To undertake such other tasks, allied to your primary duties, as may from time to time be requested by the Premises Manager, Headteacher or a member of the Senior Leadership team.

Safeguarding

Demonstrate your suitability to work in an environment with children and young people.

Willingness to undergo full pre-employment vetting checks in accordance with statutory safeguarding guidance.

Ability to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy.

HOW TO APPLY

If you wish to apply for this position you will need to complete an application form.

Application Forms can be found on the school website or by contacting the school:
Tel: 01785 249752
Email: headsec@staffordgrammar.co.uk

Please complete the application form in full and ensure that one referee is your current employer.

Completing your application form
● Please complete your form electronically.
● Please do not submit a CV. We need information about all our applicants in a consistent format.
● Please complete all sections and do not leave any blanks.

Submission of applications

Completed applications should be submitted by 12.00pm. on the closing date to:

headsec@staffordgrammar.co.uk

Applications received after the closing date may not be considered.

All applications will be acknowledged and you will be contacted as soon as possible if you have been shortlisted for an interview.

Closing Date: 11th November 2026. Please apply as soon as possible as we wish to fill the post immediately.

Start Date: As soon as possible

The School's Safeguarding & Child Protection Policy and the Recruitment, Selection and Disclosure Policy (including the policy on the employment of ex-offenders) can be found on the school website at:

https://www.staffordgrammar.co.uk/parent-portal/policies/