

Clitheroe Royal Grammar School

Founded in 1554



Cleaner with Additional Duties

CRGS
SIXTH FORM





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July 2026

Dear Applicant,

Thank you for your interest in the position of Cleaner with Additional Duties at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

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 664 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at bursar@crgs.org.uk. Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk.

Closing date: Monday 14th September 2026 (12 noon), interviews are expected to take place later that week.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Best wishes

James Keulemans
Headteacher





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We believe that our success starts with delivering first class service standards throughout our busy school. An opportunity has arisen for a 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.

The premises and the school estate is managed by the Estates Manager, who is supported by a team including the 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 a team on each site.

This role plays a vital part in ensuring that our school provides a clean, safe, secure, and welcoming environment for students, staff, and visitors. In addition to maintaining high standards of cleanliness, the successful candidate will be responsible for opening and securing the site, helping to safeguard school premises and ensure facilities are ready for use each day. As a large and busy school, we rely on dedicated and dependable support staff whose contribution is essential to the smooth day-to-day operation of the school.

The successful candidate will play an important role within the Estates team and will possess the following key qualities:

- Punctuality and good attendance
- Methodical approach – an ability to follow an opening and locking up procedure consistently
- Reliable and trustworthy
- Attention to detail
- Strong communication skills

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work. If you have a passion for working in finance and thrive in a team-focused environment, we would love to hear from you. If you have any queries or would like an informal, confidential discussion, please do not hesitate to contact Lynne Higginbottom (Bursar & CFOO) by email at bursar@crgs.org.uk.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/>. Completed application forms should be returned by email to: bursar@crgs.org.uk. **Please make sure you clearly mark your application either AM or PM as we have 2 roles available.**

If you apply 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 reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.

The closing date for applications is 12 noon on Monday 14th September 2026, interviews are expected to take place later that week.



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Job Description – Cleaner with Additional Duties

Salary	£12.56 per hour, plus a Foundation Living Wage supplement where applicable (CRGS are a Foundation Living Wage employer) (pay award pending)
Responsible to	Site Supervisor, Senior Site Supervisor, Estates Manager, Bursar
Location	York Street & Chatburn Road
Hours of Work	15 hours per week Hours to be worked 3:30pm to 6:30pm, Monday to Friday, term time only plus 3 weeks during the school holiday

Core Purpose of the role:

- Work as part of a team, cleaning designated areas, to ensure they are maintained in a clean, hygienic and well-presented manner.
- Close the school premises and carry out checks on the school estate.

Main Responsibilities:

- Carry out the routine and non-routine opening and closing of premises and grounds.
- 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:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- 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.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.

- Be mindful 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 for 30 hours a week, term time only plus 3 weeks.
- The working hours for the post will be for the benefit of the school but are expected to be Monday to Friday 3:30pm to 6:30pm.
- Hours for the post are for the benefit of the school and therefore flexibility is essential.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

Agreed By: Lynne Higginbottom

July 2026

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 2025, 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, R
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:			
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.