

# CLEANING OPERATIVE

**REIGATE GRAMMAR SCHOOL, REIGATE ST MARY'S, CHINTHURST SCHOOL AND  
HARTSWOOD SPORTS FACILITY.**

**INFORMATION FOR CANDIDATES**

**ROLE COMMENCES AS SOON AS POSSIBLE**

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## 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, an 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. Like the school song, *To Be a Pilgrim*, we emphasise to all 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 the school are world-class with 96% of A Level entries graded A\*, A or B, with the typical Reigatian securing three A grades. On average, 97% of RGS students go 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. In that same year, we also received the award of School of the Year for Community Outreach and most recently, in October 2020, Reigate Grammar School was named Public School of the Year by Tatler, the school Oscars.

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 the OBE by Her Majesty the Queen for Services to Education.





## CLEANING STAFF

The cleaning team is responsible for the direct cleaning services and coverage of events as instructed by the cleaning team leaders and the cleaning manager maximising the resources available within the team and the safe use of equipment and consumables (cleaning materials). This is a hands on role.

The schools are open from 7:00am to 18:30pm Monday to Friday, but the important core hours are 15:00pm to 18:30pm. The cleaning team will work the hours as agreed in their contracts. These hours may be flexible in agreement with the Cleaning Manager or estates manager in line with school requirements.

The cleaning team reports directly to the Cleaning Manager and/or cleaning team leaders.

### KEY REQUIREMENTS:

- Participate in training, question if unclear and share knowledge openly and clearly with other team members
- Training provided on general health and safety
- Complete your tasks to the standards required and work fairly with other team members ensuring you do your share of the tasks using the equipment and materials safely at all times
- Work safely paying due attention to what is going on in your area/s of work. Use signage, check equipment, avoid trailing leads etc.
- Provide cover during absences and encourage other team members to do the same
- The cleaning manager may reserves the right to alter the work schedule, rota and movement of staff to different areas
- Report any concerns or issues to the cleaning manager and team leaders regarding any general site issues spotted whilst doing your work
- Arrive for shift on time, suitably dressed in clean uniform, neat and tidy, ready to complete your full shift to the high standard expected
- Advise the cleaning manager in time of any issues that might affect 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
- Report anything suspicious to manager, estates or porters
- Be mindful of the importance of working safely around students and the various school activities
- Treat work colleagues and others with respect
- Ensure that cleaning signs are displayed when required and correctly
- Maintain awareness of health and safety requirements and action accordingly
- Pre and post checks of equipment used e.g. carpet shampoo machines
- Working closely with estates staff on various matters

### GENERAL CLEANING TASKS:

- General Classrooms
- Specialists classrooms (Art, Science, D&T, Food and Nutrition)
- Dining areas and small kitchen spaces
- Study and meeting areas
- Toilets and changing rooms
- Medical rooms
- Swimming pool facilities (toilets, changing and pool side)
- Corridors and busy communal areas
- Staff offices and rest room areas
- Pre and post event cleaning
- Responsive cleans are required
- Deep cleans during the holidays

### A WIDE RANGE OF CLEANING TASKS:

- Floors- sweep, wash, deep clean, buff/polish, vacuum and holiday deep cleans according to surface finish
- Furniture, fixtures, fittings and equipment - wipe over, shampoo, clean and polish according to suitable methods and finish needed
- Sanitary ware (toilets and showers) - clean to suitable hygiene standards with suitable methods, products and equipment
- Waste removal - general and recycling waste removal
- Miscellaneous internal cleans - walls, white boards, glass panels, door furniture, banisters, lifts, water fountains staffroom facilities with fridges and coffee machines

### ADDITIONAL TASKS:

- Assisting with lost property items gathering to central point for the cleaning manager to oversee
- Locker clearance and clean out
- Deep cleans of cleaning team areas, stores and equipment checks

For further details, please email:

[met@reigategrammar.org](mailto:met@reigategrammar.org) or telephone the cleaning manager on 01737 222231 ext. 465.

## 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 Defined Contribution 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 in the first instance to contact the Cleaning Manager, Meriel Thom, who will assist you on completing and submitting an application form. 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 you 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 Cleaning Manager and sent (by letter or by email) to:

Ms Meriel Thom  
Cleaning Manager  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

01737 222 231 ext 465  
[met@reigategrammar.org](mailto:met@reigategrammar.org)

RGS Website: [www.reigategrammar.org](http://www.reigategrammar.org)



Having the complete set of alluring attributes makes Reigate one of the most desirable places to live in Britain.

*The Sunday Times*

## REIGATE: 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.

