Pate's Grammar School Foundation and the Richard Pate School

School Cleaner

Information Pack

Title:	School Cleaner
Reports to:	Cleaning Manager
Employment:	Permanent, part-time, term-time plus 4 weeks (1 week during Christmas and Easter holidays; 2 weeks during Summer holidays)
Hours:	15.0 hours per week, Monday to Friday. The 3.0 hours per day may be worked in **either** the morning (05.00 - 08.00 or 05.30 - 08.30) **or** the evening (16.00 - 19.00 or 16.30 – 19.30) (During the four holiday weeks, the 15.0 hours must be worked between 08.00 – 16.00 but there is flexibility on days to be agreed with the Cleaning Manager)
Salary:	Annual Salary will be £8,996.42 per annum. This includes holiday pay.
Start Date:	As soon as possible

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful co-ed independent day school (Monday-Friday) for approximately 300 3-11 year olds. The school is set in a beautiful 11-acre semi-rural site on the outskirts of Cheltenham. We offer children a broad education in modern, purpose-built facilities, which includes music, sport, art, languages, drama and a varied extra-curricular programme. The School has an excellent record of admissions to both grammar and independent schools, with around half of our pupils moving on to grammar schools and a large number gaining scholarships to independent schools. The school values cleaning as a key role in keeping our school safe, clean and welcoming for pupils, staff and visitors.

Vacancy Details

This is a permanent, part-time post for an enthusiastic cleaner to join our friendly cleaning team as soon as possible. The successful applicant will contribute to exceptional standards of cleanliness and hygiene across the school site. Previous cleaning experience is preferred but is not essential as full training will be given.

To be successful in this role you must:

- Take pride in delivering high standards of cleanliness, and be able to manage your time effectively
- Have a positive attitude and be flexible when priorities change
- Be trustworthy, friendly, reliable, and proactive.
- Enjoy working both independently and as part of a team
- Be able to follow instructions and communicate clearly
- Understand the importance of health, safety and hygiene protocols
- Be willing to participate in regular training to keep up to date
- Be respectful of the School's aims and values

In return we offer you:

- A positive working environment with friendly and supportive colleagues.
- A company pension scheme
- A fee-remission scheme (for children attending Richard Pate School)
- Free parking on site
- Uniform and training
- Access to an Employee Assistance Programme
- Access to a Cycle to Work Scheme.

Job Description

Scope and Purpose

As part of a supportive team, you'll help ensure classrooms, communal areas and facilities are presented to the highest standard while following health and safety procedures.

Responsibilities and Tasks

Under the direction of the Cleaning Supervisor, to:

1. Clean classrooms, corridors, toilets, and communal areas
2. Vacuum, mop, dust, and sanitise surfaces
3. Replenish hygiene supplies such as toilet rolls and soap
4. Empty bins and manage waste, including recycling.
5. Carry out deep cleans during school holidays
6. Follow safeguarding, health & safety, and infection control protocols

7. Use cleaning equipment and materials safely, as directed by the Cleaning Supervisor and in accordance with COSHH guidance.
8. Report any maintenance, health and safety or security concerns.
9. Help to maintain a clean, safe and welcoming environment for everyone who visits the school.

N.B. Cleaning and dusting duties will all be carried out from ground level.

Person Specification

Education, Qualifications and Training:

- None essential as training will be given.
- An understanding of COSHH guidelines would be desirable

Experience:

- Previous experience of cleaning in a workplace would be desirable, but is not essential.

Aptitudes and Skills:

- Be a strong team player, able to communicate well with colleagues.
- Be punctual, reliable, flexible, trustworthy, cheerful, thorough and hardworking.
- Be willing to undertake training, and to follow health, safety and hygiene protocols.

Salary and Pension

The starting salary will be £8,996.42 per annum including holiday pay.

Pension options will be explained at interview.

Safeguarding

We are committed to safeguarding and promoting the welfare or children and young people and expect all staff and volunteers to share this commitment. Safeguarding is underpinned by a range of policies and procedures which encourage and promote safe working practice across the School. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice

All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Due to the nature of this role being a regulated activity, you will need to complete an enhanced criminal record disclosure (DBS check including Barred List check) and undergo our pre-employment screening. As a regulated sector we are required to undertake online checks and ask for references prior to interview, by applying for this role you are consenting for us to contact your

referees. Please note that this role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Equality, Diversity & Inclusion

We are committed to creating and promoting a diverse and inclusive workforce that reflects our community. Applications are welcome from all suitably qualified candidates. We particularly encourage applications from under-represented groups.

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of the recruitment process

Further Information

Up to date information and policies (including '*Recruitment, Selection and Disclosure Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice'*) may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this Information Pack, please contact our Bursary on 01242 522052.

How To Apply

To apply, download the application form from the School's website (www.richardpate.co.uk); alternatively, call the Bursary on 01242 522052 to request a paper copy of the application form by post.

Please post completed application forms to the following address:-

Bursary
The Richard Pate School
Southern Road
Cheltenham, GL53 9RP

Or e-mail to: bursar@richardpate.co.uk

Applications must be received by 12:00pm on Wednesday 2 December 2026.

Interview date: as soon as possible.

N.B. Early applications are encouraged. We may interview and appoint before the closing date if a strong candidate is found.

NB: CVs will not be accepted in place of an application form but may be submitted as additional supporting documentation.

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