



Cranbrook  
School

# Boarding Cleaner

## Crowden

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## Cranbrook School

Cranbrook School is a mixed state grammar school with 842 pupils aged 11-18 years, including 234 boarders. For its first 400 years the school was known as Queen Elizabeth's Grammar School with strong roots in the small town of Cranbrook. Day pupils come from within 10 kilometres (6.2 miles) of the school, following a test to judge their suitability for an academic education. Boy and girl boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. It provides a challenging curriculum for the academic high flyers whilst at the same time catering to the requirements of those of more relatively modest abilities. The value added scores that are achieved each year bear testimony to the success of the provision.

Pupils join at the age of 11 or 13, and in Year 10 they start their two-year GCSE courses in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers follow a two-year GCE course, leading to A2 exams in Year 13. This summer the GCSE pass rate was 97%, with 53% at Levels 7-9 pass. At A Level the pass rate was 99%, with 32% at A\*/A.

For a state school the facilities are very impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a well-stocked library and lecture theatre. Sports facilities include a large sports hall, dance studio, gymnasium, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for the boys' and girls' games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a purpose-built Performing Arts Centre which houses a drama studio and music practice rooms, and a Sixth Form Centre which was recently refurbished to very high standards and features a large and sound-proofed study area as well as informal seating and kitchen facilities. The school boasts an Observatory and Science Centre named after Dr Piers Sellers OBE, a former student and NASA astronaut.

As a school, Cranbrook is very keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the voluntary CCF (combined cadet force) and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and in recent years groups have travelled to South America, Portugal, Nepal, Southern India and The Battlefields of Flanders. These visits have been for sports tours, cultural exchanges, adventurous activities and to work on projects.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take academic work very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school and applicants are invited to indicate areas where they would be able to make a contribution.

Cranbrook School welcome's NQTs and has a number of experienced mentors on our staff, all NQTs and their mentors are offered additional training through Kent Teach to help ensure a positive experience during their NQT year.

An interesting blend of the maintained and independent traditions, Cranbrook is a place with deep roots in the past but with its eyes clearly focused on the future. Our School Self Evaluation process includes a focus on ways to improve staff and student performance. A series of groups, led by different members of staff, investigate and report back on specific areas of interest. Our most recent Ofsted inspection (2015) and Ofsted boarding provision inspection (2018) both rated us as 'Outstanding'.

Much of Cranbrook's success results from the involvement of its committed Governing Body. The Governors take a genuine interest in the School, attend many of its functions, are involved in the regular reviews of departments and houses and work closely with the Leadership Group on new initiatives.

Cranbrook is very proud of its outstanding boarding status underpinned by its vibrant boarding community fully involved in the co-curricular activities within the school. This includes a programme of activities for the boarders remaining on site at weekends. Cranbrook has 234 boarders shared across six houses each with its own ethos and identity and a marked sense of house pride. The facilities for our boarders are excellent, with the in house catering often highlighted for particular praise. As a school we have a long tradition of providing a full fixture programme on weekends and a variety of trips and activities on Sundays for which a number of staff give up their time. The boarding life of the School offers both staff and students many new and enriching experiences and makes this a most interesting and congenial place to work.

The town lies in the Weald of Kent, about fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst. General information about the school can also be found on its website at [www.cranbrookschool.co.uk](http://www.cranbrookschool.co.uk).

### Job Details:

Job Title: Boarding House Cleaner

Reports to: House MAC

Accountable to: Bursar

Location: Crowden House

### Job Purpose:

To maintain a high standard of cleanliness in the boarding house. To perform a variety of manual tasks associated with the upkeep and cleaning of the house.

### Job Summary and Key Tasks:

Cleaning and clearing of studies and common areas including Common Room, lobby, games room, kitchen, corridors and stairs. Polishing, disinfecting, vacuuming carpeted areas and mopping hard floors.

Maintain in-house laundry throughout the shift using washing machines and tumble dryers, hanging clothes where necessary. Folding and allocating clean clothes back to the students.

Thoroughly disinfect bathroom areas. Clean sinks, toilets, showers and baths, including a rolling programme of steam cleaning bathrooms and hard floors every other term.

Remove rubbish from studies and common areas.

Clean the Head of House and Resident Tutor's accommodation on a weekly basis.

Keeping up to date records of laundry sent out and ensuring all returned. Reporting any loss or damage found to the House Mac or Assistant House Mac.

Partake in the 'deep-clean' of the boarding house, prior to the start of the academic year, including the Head of House and Resident Tutor's accommodation.

Assist with the preparation and service of special functions.

Have responsibility of the house phone in the Matron's absence, answer queries and take messages where necessary.

Partake in basic first aid training with an obligation to administer when necessary.

Attend all other relevant training courses as requested by the House MAC.

Treat all customers helpfully and courteously.

To undertake training when necessary, such as Child Protection and COSHH.

### Person Specification:

- ✓ Reliability
- ✓ Experience of working successfully with a diverse range of people
- ✓ Ability to work as part of a team
- ✓ Flexibility and adaptability

### Knowledge and Experience:

Previous knowledge of using various cleaning machines desirable but not essential as training will be given

### Hours of work:

Monday to Friday 08.30-12.00

Saturday 08.30 – 10.30

This is a term time only position but an additional six weeks are worked throughout the course of the year.

### Salary:

The rate of pay is Band A7 £16,823 - £8,272 pro rata

A six month probationary period is applicable.

Occupational health clearance.

An entitlement to join the Kent County Council Local Government Pension Scheme is applicable.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an enhanced DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities.  
(A copy of our recruitment policy is available on request)

## Application Process

We look forward to receiving your application completed as fully as possible and returned to Ms Julie Cousins. Please also send a hand written letter stating reasons why you would particularly be interested and suitable for this post in support of your application.

Closing Date: Friday 2<sup>nd</sup> October 2020  
Interviews to be held shortly afterwards.

*Return applications to: Ms Julie Cousins by e-mail or post,*

*Barham House  
Cranbrook School  
Cranbrook  
Kent TN17 3JD*

[CousinsJ@cranbrook.kent.sch.uk](mailto:CousinsJ@cranbrook.kent.sch.uk)