



Cranbrook
School



Boarding House Cleaner – Rammell

Enquiries

Tel: 01580 711800

Email: hr@cranbrook.kent.sch.uk

Cranbrook School

Waterloo Road

Cranbrook

Kent

TN17 3JD

www.cranbrookschool.co.uk

THE SCHOOL

Cranbrook School is a mixed state grammar school with c.900 pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Following an academic test, day pupils come from the local catchment, whereas boarders are admitted from a wider area. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools and provides a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision. Our most recent Ofsted inspections rated us as 'Outstanding' (boarding, 2025) and 'Good' (education, 2022).

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs 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 take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are 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 large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

Cranbrook is keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the 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, and southern India for sports tours, exchanges, adventure, and to work on projects.

Cranbrook's boarding houses each have their own ethos and identity and a marked sense of house pride. There is 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 new and enriching experiences and makes this an exciting and fun place to work.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take the progress and development of their students 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. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors are offered additional support via Teach in Kent to help ensure a positive experience during the two-year training.

Benefits of working at Cranbrook include:

- Priority entry for staff children
- Lunch in the dining hall every day
- Use of the sports facilities and gyms
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, Cranbrook is around 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 our website at www.cranbrookschoo.co.uk.

Job Details:

Job Title: Boarding House Cleaner
Reports to: House MAC
Accountable to: Bursar
Location: Rammell 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.
- 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 as part of the close down and opening during school holidays as required.
- 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.
- Attend all other relevant training courses as requested by the House MAC.
- Treat all staff, students and visitors 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.
- Basic first aid would be a plus but not essential.

Outline of role terms:

Hours: 20 per week – Monday – Friday 08.00am – 12.00pm

3 hours alternate Saturdays (there can be some flexibility on hours)

This is a term time only position plus inset days. However, you will be expected to work an additional 40 hours per year in school holidays to open up and close down the boarding house. This will be paid hourly on submission of timesheets.

Salary: Cranbrook grade 7 £24,517 (full time equivalent)

Other:

- An entitlement to join the Kent County Council Local Government Pension Scheme
- A six month probationary period
- Occupational health clearance required

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

Terms and Conditions of Service

General

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Cranbrook's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.