



Cranbrook  
School

## Summer Let Cleaners - 2026



### Enquiries

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# JOB DESCRIPTION

**Job title:** Summer Let Cleaner

**Line Manager:** Summer Let Supervisor

**Responsible to:** Summer Let Supervisor

**Accountable to:** Bursar

## Job Purpose

To maintain the school to a high standard of cleanliness. To perform a variety of manual tasks associated with the upkeep and cleaning of the school's boarding houses.

## Duties & responsibilities

Cleaning and clearing of delegated areas including polishing, dusting, sweeping and washing; including toilets as appropriate.

Disinfecting areas as required.

Removal of rubbish.

Using appropriate products for delegated areas.

Reporting of damage/broken equipment.

## Person Specification

Reliability

Flexibility and adaptability

No experience is necessary as full training will be given.

Occupational health clearance.

**Pay:** £12.71 per hour on a timesheet

## Outline of Role terms:

*Please ensure you indicate whether you are available for the entire period on your application form*

During the summer holidays Cranbrook School hosts a summer language school, Project International. Their students come from various countries and are of secondary school age. We have 5 boarding houses which are used to accommodate the students – Blubery, Crowden, Cornwallis, Rammell and Scott.

**Induction** : Tuesday 14 July - 8.30 – 12/1pm

Thursday 16 July - Monday 20 July - 8.30 – 12/1pm

Wednesday 22 July - Monday 27 July - 8.30 – 12/1pm

Wednesday 29 July 8.30–4.00pm (approx); Thursday 30 July – Monday 3 August - 8.30 – 12/1pm

Wednesday 5 August – Monday 10 August – 08.30 – 12/1pm

Wednesday 12 / Thursday 13 August 08.30 – 2pm

After the induction on 14 July Tuesdays will be the weekly day off.

*Please ensure you indicate whether you are available for the entire period or parts thereof*

Timings for cleaning staff are dependent on the length of time taken to complete each boarding house according to the standards set and therefore will vary between midday and around 1pm. Wednesdays are the busiest day of the week and in particular Wednesday 29 July as this is the main change over day when many students leave and new ones arrive. Therefore, this may well be a longer day. There may also be mini change overs on the other Wednesdays and so flexibility on finish times will be required. Thursdays will be a shorter day with only a light clean, 9.00 – 12.00.

There are five boarding houses and the cleaning in these will be overseen by a House Supervisor. It is envisaged that if cleaners complete their allocated boarding house that they then go on to the next if that house is still working and therefore you should all finish around the same time.

## **Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment.

All offers of employment are subject to the following pre-employment checks:

- Satisfactory enhanced Disclosure and Barring Service (DBS) check (including a check of the children's barred list).
- Verification of right to work in the UK.
- References from your current and previous employers.
- Verification of employment history and explanation of any gaps.
- Identity check and confirmation of relevant qualifications.
- Where applicable, overseas police checks for periods of work or residence outside the UK.

We follow the statutory guidance in **Keeping Children Safe in Education (KCSIE)** and adopt safer recruitment practices throughout our selection process. These checks are part of our commitment to creating a safe and supportive environment for the children and young people in our care.

## **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.