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# RATTON SCHOOL

## CLEANER

### JOB APPLICATION PACK



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## WELCOME FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering applying for a position at Ratton School, and I hope to receive your application. As part of the South Downs Learning Trust, we are committed to providing a safe and stimulating learning environment for our students, one that empowers them to grow both academically and personally.



At Ratton, we believe in developing young people who are not only well-prepared for further education and the world of work but also equipped with the confidence, creativity and compassion to thrive in any setting. Our dedicated team works together to ensure that every student has the opportunity to succeed and reach their full potential.

We are committed to creating an environment where both students and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

I look forward to receiving your application and to the opportunity to discuss how you can contribute to the continued success of our school.

Kind regards,



Gavin Peevers  
Headteacher

## ABOUT THIS ROLE

We are seeking a reliable, hardworking and friendly Cleaner to join our site team at Ratton School. This important role helps ensure that our school is a clean, safe and welcoming environment for students, staff and visitors every day.

As a Cleaner, you will work across a range of areas—including classrooms, corridors, offices and toilets—following set routines and standards to maintain hygiene and cleanliness. You will play a key part in supporting the health, safety and wellbeing of everyone on site.

The ideal candidate will take pride in their work, be punctual and dependable, and be willing to work as part of a team. You will also understand the importance of confidentiality and safeguarding when working in a school setting.

If you are proactive, responsible and want to help keep our school running smoothly behind the scenes, we would love to hear from you.

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## ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a vibrant and inclusive secondary school in Eastbourne, East Sussex, proud to be part of the South Downs Learning Trust—a growing partnership of schools united by a shared commitment to educational excellence.

This collaborative Trust structure expands opportunities for both students and staff, fostering innovation, shared expertise, and meaningful professional development across our schools. At Ratton, we are dedicated to nurturing confident, compassionate, and creative young people who are equipped to succeed in life.

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## OUR VISION & VIRTUES

Our motto, “**Achieving Together,**” reflects our commitment to support and empower every member of our school community to reach their potential. We base our work on six core virtues essential for success:

- **Compassion:** Showing kindness and care for others and the environment.
- **Respect:** Valuing diversity and treating others with dignity.
- **Creativity:** Being curious, solving problems and asking questions.
- **Teamwork:** Collaborating effectively and contributing fairly.
- **Effort:** Demonstrating resilience and commitment in all areas.
- **Responsibility:** Being reliable, punctual and doing the right thing.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cleaner</b>
<b>School:</b>	<b>Ratton School</b>
<b>Grade:</b>	<b>Grade 2, point 4</b>
<b>Responsible to:</b>	<b>Site Managers</b>

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### Main Purpose

To provide an efficient cleaning service in specified areas of the school. In addition to their core responsibilities, the post holder will be expected to uphold the safeguarding and welfare of students at all times, in line with school policies and statutory requirements.

### Main Tasks

- To clean areas of the establishment as directed by the Site Managers.
- The areas will include general classrooms, practical rooms, offices, corridors, toilet areas and staircases.
- To operate cleaning machinery in accordance with instructions.
- To dilute and use cleaning materials as instructed.
- To collect and remove waste/rubbish from work area to collection point as directed.
- To clean and maintain cleaning equipment as instructed.
- To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
- To comply with instructions relating to security and confidentiality.
- To carry out the above duties in accordance with the school's Equal Opportunities Policy.
- To promote and safeguard the welfare of children, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- To comply with the school's safeguarding procedures and any relevant guidance from Keeping Children Safe in Education (KCSIE).
- To ensure all interactions with students adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct student contact.
- To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*

## PERSON SPECIFICATION

### Key Skills and Abilities

- Work effectively and supportively as part of a team
- Organised and methodical approach to tasks
- Ability to work independently and respond to unexpected situations
- Awareness and understanding of equality, diversity and inclusion

### Knowledge

- Understanding of safeguarding responsibilities when working with children
- Familiarity with *Keeping Children Safe in Education* (KCSIE) guidance
- Basic understanding of cleaning equipment and materials
- Awareness of Health & Safety procedures in a cleaning environment

### Experience

- Experience of cleaning in a work or school environment (desirable)
- Experience working in settings where safeguarding is a priority (desirable)
- Knowledge of school operations (beneficial but not essential)

### Personal Attributes

- Willingness to clean any part of the school as required
- Takes personal responsibility for quality and standards of work
- Maintains confidentiality in all school matters
- Reliable, punctual and trustworthy
- Committed to safeguarding and promoting the welfare of children
- Discreet and respectful in professional conduct
- Willingness to take part in training and professional development

## STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
<b>Comprehensive Induction Programme</b>		A thorough induction to ensure a seamless transition into your role at Ratton School.
<b>Career Development and CPD</b>		Professional development opportunities tailored to your career aspirations and goals.
<b>Support and Mentoring</b>		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
<b>Bike to Work Scheme</b>		Salary sacrifice scheme offering discounts on bikes and equipment.
<b>Complimentary Breakfast</b>		Enjoy a free daily breakfast, including a choice of bagels, cereal, porridge and tea.
<b>Employee Assistance Programme</b>		Confidential advice, counselling and support for personal and professional challenges.
<b>Staffroom Amenities</b>		Complimentary tea and coffee available in our staffroom to relax and recharge.
<b>Healthcare Benefits</b>		Subsidised membership with Benenden Healthcare for additional health support.
<b>On-Site Parking</b>		Free, secure on-site parking for staff.
<b>Childcare Support</b>		Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge Junior School.
<b>Exclusive Sports Membership</b>		Discounts at Eastbourne Sports Park to promote physical health and wellness.

## TERMS OF EMPLOYMENT

**Grade:** Single Status 2, point 4 (£23,656) per annum, pro rata (pay award pending)

**Actual Salary:** £9,431.54 gross per annum = £785.96 gross per month.

**Hours:** 15 hours per week to be worked 4.00pm – 7.00pm (Mon to Fri)

**Contract:** Permanent, term time only + 27 days working in the holidays as determined by the school + holiday pay.

## IMPORTANT DATES

<b>Closing Date for Applications:</b> Ensure your application is submitted by this date to be considered.	Mon 14 July 2025
<b>Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.</b>	
<b>Interview Date:</b> Successful candidates will be contacted for an interview on or around this date.	Thursday 17 July 25

## HOW TO APPLY

- Access the application form via the Vacancies page on our website at [Vacancies | Ratton](#), or use TES/Gov.UK platforms.
- Submit your completed application form to Mrs Barrow, Trust Executive Assistant, at **lbarrow@ratton.co.uk** before the closing date.
- To comply with our safeguarding standards, we require all applicants to complete our official application form (CVs cannot be accepted).
- Ensure your application addresses the essential criteria in this pack.
- Include details of any employment gaps.

## PRE-APPOINTMENT CHECKS

- Right to Work in the UK.
- References (including current or last employer; Headteacher if school staff).
- Enhanced DBS Check.
- Online searches as part of due diligence.

## SAFEGUARDING AND EQUAL OPPORTUNITIES

- We are committed to safeguarding children and young people. All staff share this responsibility.



- We are actively seeking to build a diverse team and welcome applications from individuals of all backgrounds, identities and experiences.

## LIVING AND WORKING IN EAST SUSSEX

East Sussex boasts 150 km of stunning coastline and vast countryside, offering diverse activities for all interests. With close proximity to London, it combines natural beauty with cultural access. National Parks like the South Downs and historic seaside towns like Eastbourne provide an excellent quality of life.

### Why Eastbourne?

Eastbourne is a vibrant seaside town with affordable housing, excellent amenities, and reliable transport. Recently ranked the third happiest place to live in Sussex (2024), it offers cultural events, scenic walks, and a friendly community.

## EASTBOURNE IN PICTURES

### Beachy Head Cliffs

*The iconic Beachy Head cliffs, with sweeping views of the sea and sky. The chalk cliffs, the highest in England, are one of Eastbourne's most breathtaking sights.*



### Eastbourne Pier

*The historic Eastbourne Pier, a Victorian landmark that extends over the sea. This picturesque pier is perfect for a leisurely stroll or just taking in the views.*



### South Downs Countryside Trail

*The beauty of the South Downs with rolling hills and peaceful walking paths. The South Downs Way is a popular route for both avid hikers and casual walkers, offering panoramic views of the coastline.*



### Eastbourne Bandstand

*The Eastbourne Bandstand, located along the seafront. With its distinctive sea-blue terracotta roof, this bandstand hosts fantastic live music events and adds to Eastbourne's cultural charm.*



### Local Market Scene

*A bustling local market, filled with fresh produce, local artisan goods and friendly vendors. Eastbourne's markets offer a delightful slice of local life, perfect for anyone wanting to experience the town's vibrant community spirit.*

