JOB TITLE: CLEANER

MICKLEFIELD SCHOOL
INFORMATION FOR CANDIDATES

Role commences: As soon as possible



MICKLEFIELD
SCHOOL





MICKLEFIELD SCHOOL

Rated EXCELLENT IN ALL AREAS by the Independent Schools Inspectorate in 2023.

Micklefield was founded in Reigate in 1910 and moved to its current site in Somers Road in 1925. In 2004 the school acquired the house next door which became the school's bright and airy nursery. The site has expanded over the years with the addition of a large gym, exciting outdoor play areas and access to a five-acre sports field close by, but the two original buildings remain the heart of the school, joined by a glass walkway. They house an impressive dedicated art and design technology studio, a science room and a music practice suite as well as the year group classrooms and dining hall.

In June 2024 Micklefield became part of the Reigate Grammar School (RGS) family, a multi award winning group of schools, RGS having been ranked best co-educational day school in the southeast by the Sunday Times 2024 Parent Power league tables. Micklefield is part of the Independent Association of Prep Schools (IAPS) and has approximately 250 boys and girls aged from 2½ to 11 years old. Academic outcomes are excellent and children transfer to RGS or other top independent senior schools locally. The emphasis is on finding the 'right fit' senior school where the children will thrive and close partnerships with families are a key part of the success of the process.

Micklefield is very much a family school built upon the core values of Kindness, Respect, Resilience and Responsibility. The children know they belong to a supportive community that genuinely cares about their wellbeing. The close-knit environment helps staff to develop a deep understanding of each pupil's unique learning style, strengths and areas for growth and the children thrive as a result. The curriculum is broad and stimulating, providing endless opportunities for learning both in the classroom and out in the wider community. Children are encouraged to reach beyond school into the wider world, to take initiative, make their ideas happen and think creatively so they have the confidence to be change-makers of the future.

Sport is an important part of life at Micklefield and school teams are extremely successful in a variety of games. All Upper School children have the opportunity to represent the school in regular fixtures and the emphasis is on developing sportsmanship and teamwork. A strong extracurricular programme provides additional sporting opportunities, as well as a broad range of other popular clubs including chess, programmable LEGO, problem solving and current affairs. Every child is a member of one of four Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Micklefield is well known for its music, drama and art provision and was a finalist for Independent School of the Year 2023 in recognition of the strong performing arts programme in place. The children gain outstanding marks in LAMDA drama exams and there is a strong peripatetic music programme. There are many opportunities to perform throughout the year, both in school and out in the local community.







JOB DESCRIPTION

The Premises Manager and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out below and as per work schedules.

Reporting to: Cleaning Supervisor

GENERAL PURPOSE OF THE JOB:

- To be responsible to the school Cleaning Supervisor, who will be responsible for the supervision of the cleaning team and who will oversee the allocation of school cleaning schedules and the provision of cleaning materials and equipment, reporting directly to the School Operations Manager;
- To work as a member of a team and to ensure that high standards of cleanliness and hygiene for staff and pupils are maintained throughout the School;
- To be flexible and able to respond to specific cleaning needs in the school if directed by the Premises Manager or School Operations Manager;
- To provide a thorough and reliable service to the school.

MAIN DUTIES:

- Carry out and complete all cleaning tasks in line with work schedules as set out by the Premises Manager or Cleaning Supervisor;
- Carry out amended work schedules as required from time to time by the Premises Manager in response to school events, needs or staff absence;
- Ensure that work is completed to a high standard;
- Maintain good time keeping;
- Adhere to school and legal regulations regarding health, safety, fire and accident reporting;
- Report any general or specific health and safety concerns, defects or accident to the Premises Manager promptly;
- Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school Health and Safety policies and COSHH data sheets;
- Display a positive and professional attitude around staff and pupils and dress appropriately to be able to carry out duties efficiently;
- Participate in all school arranged training to improve personal development and skills;
- Implement the provisions of the school's Safeguarding policy which can be found on the school website.

GENERAL CLEANING TASKS:

- General Classrooms
- Specialists classrooms (Art, Science, D&T, Food and Nutrition)
- Dining areas and small kitchen spaces
- Nursery
- Study and meeting areas
- Toilets and changing rooms
- Corridors and busy communal areas
- Staff offices and rest room areas
- Pre and post event cleaning
- Responsive cleans are required

A WIDE RANGE OF CLEANING TASKS:

- Floors- sweep, wash, deep clean, buff/polish, vacuum and deep cleans according to surface finish.
- Furniture, fixtures, fittings and equipment - wipe over, clean and polish according to suitable methods and finish needed.
- Sanitary ware (toilets and showers) - clean to suitable hygiene standards with suitable methods, products and equipment.
- Waste removal - general and recycling waste removal.
- Miscellaneous internal cleans - walls, white boards, glass panels, door furniture, banisters, lifts, water fountains staffroom facilities, fridges.

PERSON SPECIFICATION:

- Reliable, punctual and hardworking;
- Good team player;
- Willing to assist in the performance of other tasks when required;
- Pro-active, friendly and professional approach to work;
- Keenness to use initiative and be given responsibility.

The working hours for this role are Monday to Friday, 4.00pm-8.00pm during term time, 4.30pm-6.30pm during the school holidays when our Nursery is open.

If you are unable to commit to all of these hours but are available for some, please specify your availability when applying.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Hourly rate of pay is £13.20.
- Non-teaching staff at Micklefield School are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School Group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am on Friday 24 July 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School Group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

Micklefield School is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

By Road

Micklefield School is located to the north of Reigate town centre. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Turn right into Somers Road just before you reach the level crossing by Reigate train station. The school is located on the right hand side of the road about 100m from the turning.

By Rail

Main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

