



Estates Services Cleaner Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 20% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply, you will be committed to working to high standards and will ensure these are replicated. Moreover, you will be joining a committed team of staff who make it their business to provide students with the very best opportunities and environment to be successful. The Estates Services team look after our beautiful buildings and grounds in a Secondary School environment.

To explore the vacancy in more detail prior to applying, a conversation can be arranged with our Estate Services Manager, Matthew Canning by contacting mcanning@campden.school. Alternatively, please contact the school by telephone on (01386) 840216. In addition to this, a wealth of information about our school can be found on our website.



If you would like to apply for the post, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Wednesday the 7th January 2026**.

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Gareth Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.



- Outstanding, tailored CPD
- Pension Scheme membership (Peoples Pension)
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title: Estates Services Cleaner – Chipping Campden School Enterprises Ltd

Reporting to: Cleaning Supervisor; Estate Services Manager

Grade: B1, £25,467

Contract: Permanent, 40 hours, all year round

Job Purpose:

- To provide an efficient and effective cleaning service in accordance with health and safety instructions including COSHH.
- Complying with the school's health and safety policy and ensuring that all duties are conducted following necessary regulations and making use of appropriate/protective clothing, as required.
- Assisting, and working as part of a team, in maintaining and cleaning the school estate to ensure its readiness for teaching, commercial and other activities undertaken on the premises.

Specific Duties and Responsibilities:

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Use appropriate equipment, materials and detergents for designated areas.
- Ensuring all wash facilities are replenished with soap, towels and toilet rolls.
- Ensure that the equipment used to undertake cleaning duties is kept in good working order and inform line manager when replenishment of equipment or cleaning materials required, and if there is a fault with equipment.
- Ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area and the storage area is kept clean and tidy so that materials are readily available and easily located.
- Report any damage or maintenance required within the school premises to line manager or estate team.
- Ensure that windows are shut, lights turned off and doors locked before leaving the area.
- Empty bins into appropriate refuse sacks and take waste to the appropriate disposal point, ensuring safe working practices with, for example, broken glass.

- Ensure all areas designated are cleaned daily to the required standard, referring to the schedule of work.
- Undertake seasonal duties as required, for example duties during the school holiday periods may differ at the discretion of line manager and the Principal.
- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage.
- To carry out additional duties outside of usual remit, e.g. litter picking, chair stacking, event setups as required.
- Attend relevant meetings and training sessions, as required.
- Follow the signing in and out procedures in place at the time of starting work and when finishing work.

General Duties and Responsibilities:

- Undertake training and development activities relevant to the position.
- Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
- Support the aims and ethos of the school.

Other:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and Safer Working.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Literacy and numeracy sufficient to perform job tasks	E	A
Basic IT Skills	D	A
Health and Safety / First Aid	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Ability to work unsupervised and at pace to ensure the school is cleaned to a high standard	E	I
Experience of cleaning and using cleaning products	E	A/I
Good knowledge of COSHH	D	A/I
Experience of working in a school	D	A/I
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to work as part of a team and relate positively to young people	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
Someone who is: <ul style="list-style-type: none"> Willing to work outside of normal hours if required Flexible and adaptable to changing circumstances Enthusiastic, approachable and team spirited 	E	I



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