

# Dover Grammar School for Girls

## Applicant Letter and Information



### Cleaner

**Grade:** KSA

**Hours and Weeks:** 12.5 hours / 42 weeks (including 2 training days in September)

**Salary:** £23,168 (actual salary: £8335)

**Required:** 1 September 2026



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

*“There is a caring and supportive ethos throughout the school.”*

*“This school is well led.”*

*“Leaders are aware of, and sensitive to, staff's workload and well-being”*

*“Staff appreciate the professional development they receive and know their work is valued.”*

*“[staff] feel well supported and are happy and proud to work at this school.”*

# Dover Grammar School for Girl Cleaner



Dear Applicant

Thank you for your interest in Dover Grammar School for Girls (DGGS) and the position of **Cleaner**. This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload and creating positive working conditions. I hope this Application Pack contains all the information you require, but please do not hesitate to contact the school directly if you require further information or if you would like to arrange an informal tour.

We are seeking a reliable and proactive individual to join our team as a School Cleaner. The successful candidate will play a vital role in maintaining a clean, safe, and welcoming environment for students, staff, and visitors. The role involves carrying out a range of cleaning duties to a high standard, ensuring all areas of the school are well-presented, hygienic, and compliant with health and safety requirements. The ability to work efficiently, follow procedures, and take pride in maintaining high standards of cleanliness is essential. This post would suit a flexible, hardworking, and trustworthy individual who can work both independently and as part of a team. A positive attitude, strong attention to detail, and commitment to supporting the wider life of the school are key. The successful candidate will contribute to creating an environment in which all members of the school community can thrive.

Applications for this position should be submitted through Kent Teach, with a personal statement detailing your suitability for the position. We have included a job description and person specification to support the completion of your personal statement. The application form can be downloaded from Kent Teach by clicking this link: <https://www.kent-teach.com/Recruitment/Vacancy/SearchResults.aspx?Keyword=dover%20grammar%20school%20for%20girls>

The closing date for receiving your application is 9:00am on Monday 6 July 2026 with interviews taking place on Tuesday 14 July 2026. Please submit your application at your earliest convenience as we reserve the right to close the vacancy early, should the right candidate apply. Previous applicants need not apply.

Yours sincerely



Daniel Quinn  
Headteacher

# Dover Grammar School for Girl Cleaner



Grade: RSA

Responsible to: Cleaning Supervisor

## Purpose of the Job:

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

## Key duties and responsibilities:

1. Undertake cleaning of allocated areas in line with specified standards and as directed
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
3. Store allocated equipment and materials safely and securely
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
5. Collect and dispose of waste
6. Refill and replace soap, towels and other materials

Individuals in this role may also undertake some or all of the following:

1. Undertake specialised cleaning programmes during school closures or other designated periods.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.
EXPERIENCE	Previous cleaning experience an advantage
SKILLS AND ABILITIES	Use of a range of basic cleaning equipment, etc Able to communicate factual information politely and courteously Has everyday spoken skills e.g. face-to-face conversations Able to listen, observe and report information to supervisor Use of basic equipment or machinery
KNOWLEDGE	Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>- manual handling;</li> <li>- safe use of machinery and/or equipment;</li> <li>- COSHH ;</li> <li>- First Aid and Hygiene Practice;</li> <li>- lone working procedures and responsibilities</li> </ul> Able to recognise and to deal with emergency situations