



## **Cleaner – 15 hours per week (14.30 to 17.30)**

# Job Description

## **Job Specification – Cleaner**

Hours: Daytime 3 hours Per day 14.30pm till 17.30pm, Monday to Friday Term time plus 10 days

### **To Whom Responsible**

- To the Estate and Facilities Team for day to day domestic and technical matters.
- To the Business Manager for Conditions of Service, Grievance and Disciplinary Procedures.
- To carry out the reasonable instructions of the Estate and Facilities Team , Business Manager or designated alternative.

### **Duties**

- Cleaners are to work specified hours as and when required by the College. This may include times during school holidays. A cleaner may be required to carry out any of the following tasks as directed.

### **Security**

- Close and lock windows.
- Lock internal doors as directed.
- Inform the Estate and Facilities Team of any broken furniture which needs to be removed.
- Report to Estate and Facilities Team any defects likely to affect security, i.e. broken windows, window catches, door locks etc.

### **Cleaning**

- Carry out cleaning duties as required by the Estate and Facilities Team, Business Manager or designated alternative.
- This may include sweeping, washing, polishing, dusting and internal glass cleaning.
- Cleaners may be required to use mechanical cleaning equipment when required, after appropriate training.
- Using non-mechanical equipment i.e. brushes, mop sweepers, mops, buckets, etc.
- Use of cleaning materials as specified and directed by the Estate and Facilities Team .
- Cleaning duties may be in any area of the premises.
- Cleaners are responsible for cleaning the equipment used.



## **Holiday Cleaning**

- During College closure cleaning duties will include any reasonable cleaning duty that may be required.

## **Health & Safety**

- To be aware of own responsibility for personal Health and Safety and to be aware of the location of First Aid boxes and the need to record in an accident book all injuries.
- Cleaners are required to use the protective clothing provided.
- Cleaners should always wear shoes suitable for the work being carried out.
- Suitable equipment is to be used and reasonable precautions taken.
- Report to Estate and Facilities Team any unsafe furniture or structural defect.
- Report to Estate and Facilities Team any cleaning equipment found to be faulty.
- Use warning signs as appropriate.

## **Training**

- Appropriate training in the use of cleaning equipment will be provided.

## **Administration**

- Cleaners are to sign in on arrival and when leaving.



## **Wellbeing**

Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.

Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.

Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.

Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.

Provide individual pastoral support to pupils, where necessary.

Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

## **Safeguarding**

To have the ability to safeguard and promote the welfare of children and young people.

Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.

To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.

The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

## **Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.



		Met	To be addressed by
Education and Qualifications	<ul style="list-style-type: none"> <li>• Willingness to continue to develop own expertise (evidenced through continuing professional development).</li> <li>• Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people.</li> </ul>		Application
Commitment	<ul style="list-style-type: none"> <li>• Committed to inclusive education.</li> <li>• A belief in the value of individuals and that every child genuinely matters.</li> <li>• Relevant person and professional development</li> <li>• Working in an environment where experiences included taking initiative and self motivation</li> <li>• Working as a member of a team</li> </ul>		Application/Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• <b>Humble by:</b></li> <li>• accepts praise and praises the team, apologising immediately when necessary;</li> <li>• uses good manners, humour appropriately and allows others to speak and be heard;</li> <li>• shows a willingness to model what the team has agreed.</li> <li>• <b>Intuitive by:</b></li> <li>• actively listens and maintains good eye contact;</li> <li>• pays attention and remembers the detail;</li> <li>• chooses the time and method of communication to suit the circumstances to build positive relationships.</li> <li>• <b>Passionate by:</b></li> <li>• being solution focused and uses positive language</li> </ul>		Application / Interview



Select from the buttons below...

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from the  
Headteacher](#)

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our staff](#)

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## Welcome from the Headteacher

“At Abbey College, Ramsey, we believe in **creating an extraordinary workplace**, where **your growth, both personally and professionally, is paramount**.

We’re committed to your development and offer an extensive programme of CPD and development activities. We’ve earned the **Early Career Development Quality Mark** underlining our commitment to excellence and offering exceptional frameworks that support our teachers in their early years.

We know that our children **only get one chance** at school. Our mission is to provide high-quality education and ensure the best possible opportunities for our students.

If you’re ready to make a real impact on young lives and be part of a supportive community, we invite you to join us.”

**Mr Andy Christoforou**



## About Abbey College, Ramsey

Select from the buttons...

Explore the College



The College virtues



Our Ofsted success



## Your new workplace

Explore the college...

Explore our school's prime location, nestled beside the historic **Ramsey Abbey** building amidst its picturesque countryside.

Despite our tranquil setting, we're just 20-25 minutes from bustling cities Peterborough and Huntingdon. Plus, thanks to our prime location near the A1 motorway, you can reach Cambridge in just 40 minutes and London is a swift 45 minutes from the Peterborough train station.

Join us in Ramsey, where the blend of historic charm, urban accessibility and natural beauty creates an ideal setting for educators to thrive.



[CLICK HERE FOR A STUDENT-LED TOUR](#)

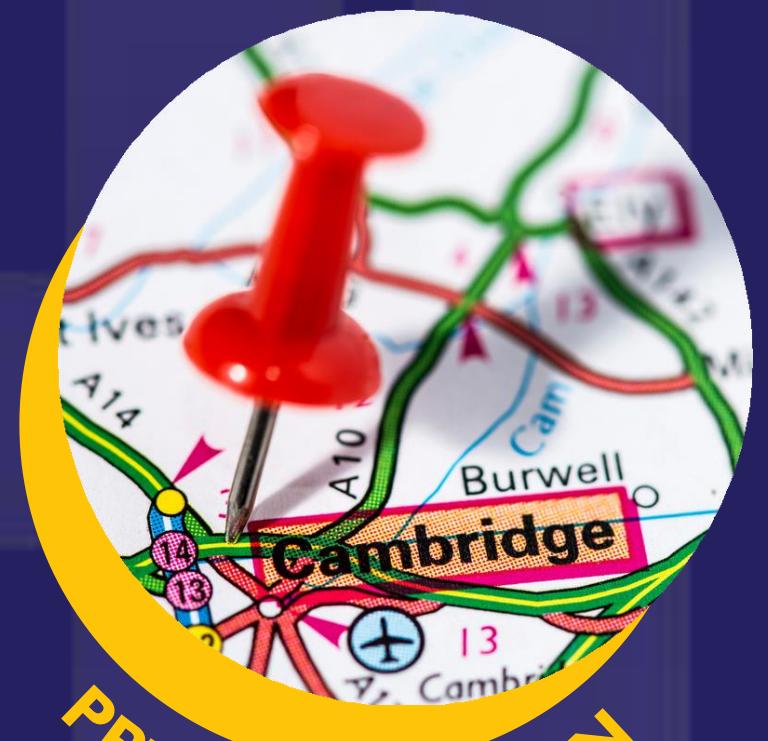
[\*\*About Abbey College, Ramsey\*\*](#)



THE RAMSEY ABBEY



PICTURESQUE SETTING



PRIME LOCATION



## Our virtues

### Introducing Abbey College Spirit

At the core of our community lies our **Spirit**; a dynamic set of virtues that define who we are and how we thrive together.

We invite **every member of our school community** to work towards these values. Students are **recognised** and **rewarded** when they demonstrate the virtues, both within the wider school and in the community. Throughout Key Stage 3, students have the opportunity to earn **bronze, silver, and gold awards**.

You have the chance to **impart these values**, ensuring our **students** wear their badges with **pride** when receiving them.



We practice **praise**, **good manners** and **appropriate humour**, whilst embracing collaboration with diverse individuals. We celebrate **difference**, take **responsibility** for our actions, and **support** each other.

We consider the **impact** of our actions on others. We **listen** to others and **provide constructive feedback**, while **diligently** seeking, **reflecting upon**, and **acting upon** advice.

We use **positive language** and **go above and beyond**. When faced with challenges, we **take proactive measures** with **determination**. We **show pride** in our **work**, **our school**, and **our community**.

**About Abbey College, Ramsey**



# Our Ofsted success

Click each button to see videos of how our school showcases aspects of our 'Good' Ofsted rating



[The quality of education](#)

[Behaviour and attitude](#)

[Personal development](#)

[Leadership and management](#)

[Sixth-form provision](#)

[Read the full report](#)

[About Abbey College, Ramsey](#)



## Staff testimonials

Read about our staff member's career journeys with us by selecting their photos....



GABRIELLE, LEAD LEARNER  
FOR RE



KAREN, TEACHER OF  
CATERING AND PSYCHOLOGY



GEORGINA, HEAD OF ART AND  
DESIGN



JOHN, LEAD LEARNER FOR  
HISTORY



FIONA, RAISING STANDARDS  
LEAD



DOMINIC, MATHS TEACHER

**Hear from our staff**



“**TO SEE OUR OFSTED-  
APPROVED BEHAVIOUR  
SYSTEM IN ACTION...**

[\*\*CLICK HERE\*\*](#)

“Abbey College, Ramsey is a **vibrant community** where **mutual respect, tolerance, and a love for learning** are all embraced. As Head of Moral and Spiritual Education, I am proud to contribute to encouraging these **virtues** in students. Throughout our curriculum, we prepare students for life in a multicultural society.

“What sets **Abbey College** apart is its **strong behaviour system** which encourages educators like me to focus on teaching and students to **thrive** in a **structured, calm environment**. For people thinking of joining, I advise you to embrace the behaviour policy, enjoy the routines, and **never hesitate to ask any questions**.

“As a former student myself, the college has a **special meaning for me**. I returned because of its **supportive environment** and the opportunity to give back to a community that has helped shape me into the teacher I am today.



[\*\*Hear from our staff\*\*](#)



“As a Lead Learner for History, I ensure the **highest possible standard of history education** through engaging and purposeful activities embedded in our lessons, within a **diverse and challenging curriculum**.

I enjoy **collaborating with my team**, whether it's over a cup of tea or through our departmental Teams chat. This serves as an invaluable platform for sharing ideas, resources, and of course, the occasional amusing History-related meme!

Seeking to broaden my experience and with the goal of progressing my **career** into senior leadership, I was drawn to Abbey College. The school has since provided excellent support in **my professional development**, including funding for a middle leadership course run by the **Historical Association**, a year-long role as **HPA co-ordinator**, an **NPQ in senior leadership**, and through the network of other History teachers within schools across Meridian Trust.

The supportive environment at Abbey College makes it a **truly special place to work**. I highly recommend staff members who join the school see the brilliant work happening in classrooms on a daily basis. It's a brilliant way of gaining inspiration and new ideas.”

[\*\*Hear from our staff\*\*](#)

Read about our

[\*\*TRAIN-TO-TEACH SCHEME\*\*](#)

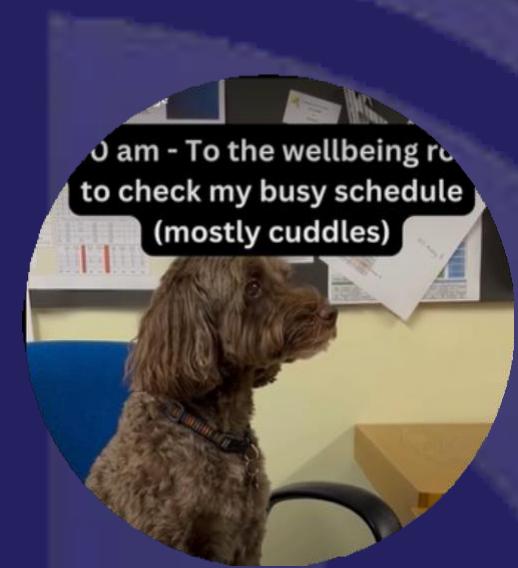


“I’ve found an **incredibly supportive** environment at Abbey College, Ramsey. The school’s strong senior leadership team encourages a sense of community through their **open-door policy** and **approachable** manner. They’ve not only recognised skills and experience but have provided **ample opportunities to grow** and **explore** my interests within the school. From starting as a support staff member to transitioning into teaching, Abbey College has supported **my professional development** every step of the way, offering courses and mentorship to help me excel.

One of the most **rewarding** aspects of my role has been witnessing the **success stories** of our students. Abbey College truly prioritises **student well-being** and shows genuine **care** to its educators and students alike. It’s a place where **ideas are shared freely**, and everyone **works together** towards **academic excellence** and **personal growth.**”

**Hear from our staff**

**CLICK TO SEE A DAY IN THE LIFE OF OUR SCHOOL WELL-BEING DOG!**



“My role as a Maths Teacher is both challenging and incredibly rewarding. Situated in a beautiful rural setting, the school prioritises a disruption-free learning environment. This has been achieved by robust student policies and a dedicated support team.

Abbey College encourages a collaborative environment with regular informal check-ins and time for observing other lessons. Thanks to our innovative and powerful management strategies, the atmosphere throughout the school feels calm and focused, contributing to a positive and productive learning experience for all.

I particularly value the opportunities for professional development and the support provided by colleagues and senior leadership. The school’s commitment to staff is evident in the flexibility and variety of continuous professional development options available. I have greatly benefited from this support, which has helped me pursue my professional interests.

Joining Abbey College has been a rewarding experience. Its unique environment and policies, the support from colleagues, and the school’s commitment to its staff make it easy to develop your career in the direction that best suits you.”

**Hear from our staff**



“From the **picturesque location** to the **professional development opportunities**, Abbey College offers an environment where **students and educators alike** flourish.

Through our **CPD** programme tailored to individual needs, everyone has the opportunity to continuously grow within their subjects and refine their skills to deliver the best possible education. Whether just beginning a career or further along the path, the school’s selection of programmes enables every staff member to **reach their full potential**.

Teaching at Abbey College means being part of a culture that celebrates **passion and achievement**, with **rewarding opportunities** like one of our students’ artwork being showcased at the Royal Academy in London and our **Offers and Opportunities Programme (OOP)** that encourages staff and students to embrace their hobbies. Our **community-driven ethos** makes us feel valued and empowered to contribute to the school’s success.

Abbey College is like home. It’s a supportive community where **no one feels alone** on their educational journey.”

[\*\*Hear from our staff\*\*](#)

[Watch more about our](#)

## **OFFERS AND OPPORTUNITIES**

[programme \*\*here\*\*](#).



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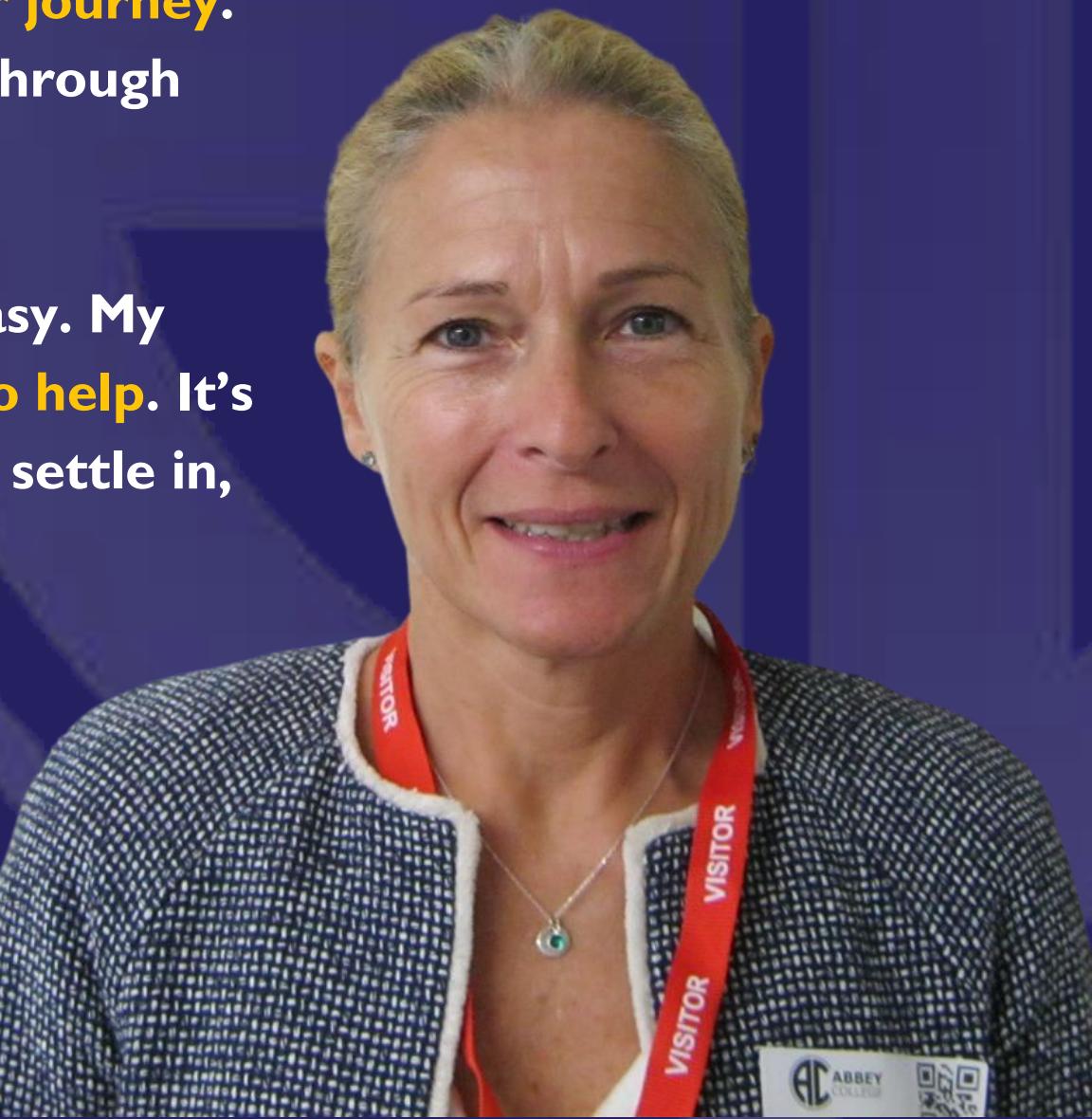
**What drew me to Abbey College, Ramsey was the chance to make a real difference in the lives of Year 6 students as they take their first steps in secondary school.**

**My role is to guide these students through their exciting, yet daunting transition. I am committed to providing each student with more than just academic knowledge; my goal is to nurture their confidence, resilience, and sense of self as they embark on their journey.**

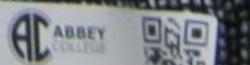
**Being part of a student's growth and witnessing them succeed as they travel through school is so fulfilling.**

**The college is truly welcoming, where collaboration across departments is easy. My colleagues and the senior leadership team are approachable and always willing to help. It's incredibly rewarding to leave work knowing that I've helped a once-shy student settle in, make friends and embrace new experiences.**

To continue, return to the contents page by clicking the home icon below.



**[Hear from our staff](#)**



## Wellbeing for our team



Opportunity to share feedback  
with leadership team



Devised marking policy to help  
manage workload



Wellbeing time with option to  
leave early every fortnight



Assistance programme with  
mental health first aiders



Increased department time and  
personalised CPD programme



Dedicated behaviour team and  
wellbeing committee

**FIND OUT MORE ABOUT  
JASPER, OUR WELLBEING DOG**



**Wellbeing & Employee Benefits**

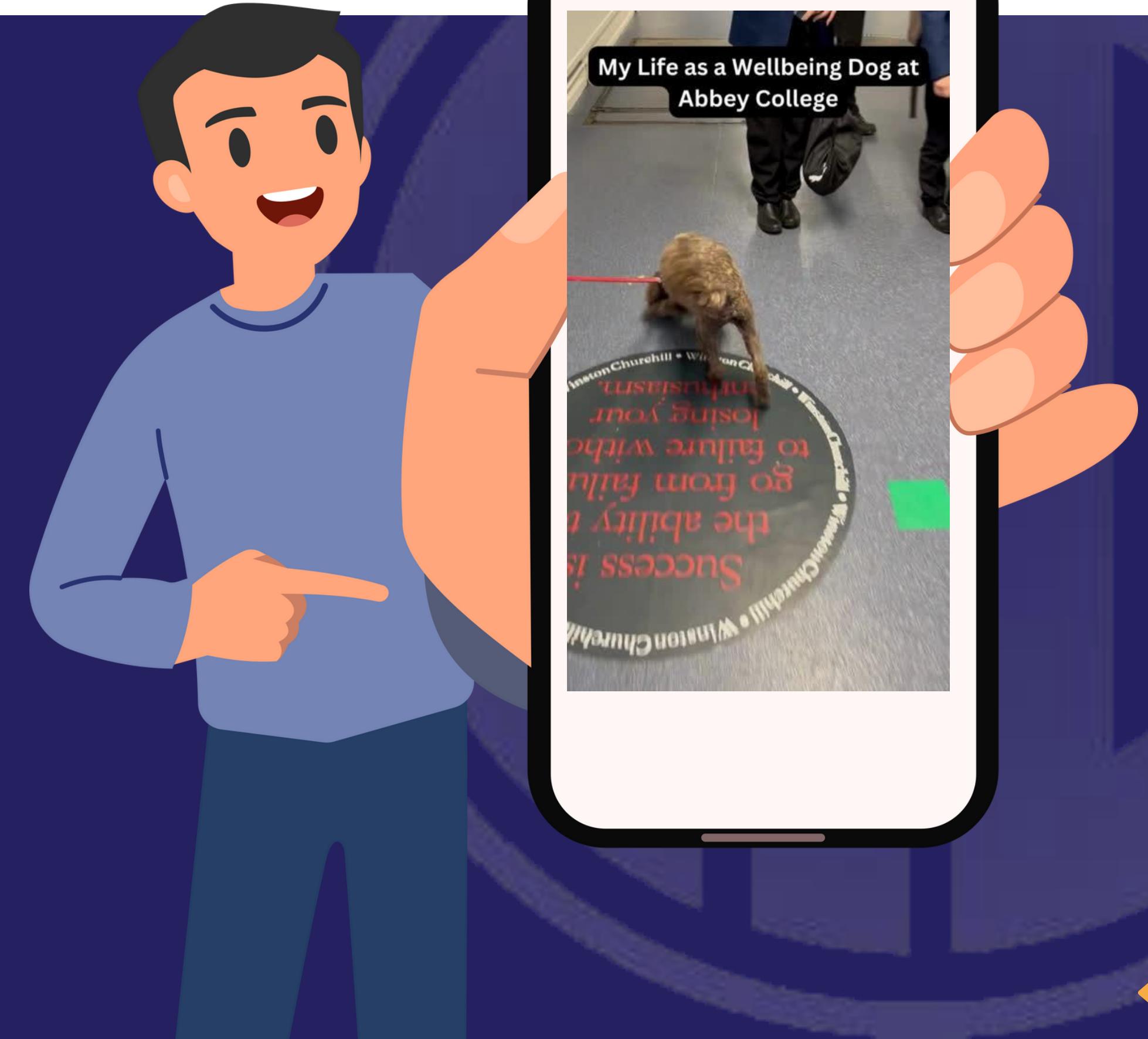


## Wellbeing for the whole school

Jasper, our wellbeing dog is a dedicated member of our welfare team.

He shows how our school encourages a positive and supportive environment in a few ways.

**CHECK OUT A DAY IN THE LIFE OF JASPER, OUR WELLBEING DOG...**



**Wellbeing & Employee Benefits**



# Empowering the next generation of educators

## **Our Train to Teach scheme**

**Our school is committed to nurturing talent.**

**We are proud to work with a number of local training providers such as The Cambridge Partnership, The University of Bedford and the Active Learning Trust which are all designed to equip aspiring teachers with the necessary skills and knowledge to flourish in a rewarding and challenging career.**



**Train to Teach**





Experience excellence firsthand

# Visit us...

**CALL US:**

01487 812352

**EMAIL US:**

[office@abbey.college](mailto:office@abbey.college)

**LOCATION:**

Abbey College, Abbey Road  
Hollow Lane, Ramsey  
Cambridgeshire, PE26 1DG

