

Welcome

I am delighted that you are considering applying for the position of Cleaning Team Leader, this role has come due to retirement of our current staff member.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity to join our cleaning team, you would be responsible for the supervision of your cleaning team as well as evening locking of the School.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Barnaby Rimmer
Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 36,000 and there are good road links to Cambridge, Norwich and Peterborough. The fast East Coast rail line runs twice hourly services from Peterborough to London in well under an hour. There are regular services to the East and West Midlands, and the North. Forty minutes to the north of Wisbech are the beautiful sandy beaches of North Norfolk coastline and the Sandringham estate. Easy access to lively urban centres combined with its proximity to areas of natural beauty, make Wisbech a highly desirable area to live.

History and development

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mrs Natalie Miller, Bursar.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Applications must be received by 11 September 2026

Short list: Short listed applicants will be informed by 16 September 2026

Interviews: Will take place on 18 September 2026

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

Job Title	Cleaning Team Leader
Reporting to	Facilities Manager
Contract	Working hours are 33.3 hours per week across the year. Term Time Working 35 hours a week for the 34.4 weeks of the term Monday – Friday 13:30 – 21:30 with an hour unpaid break Holiday periods Working 30 hours a week for the 18 weeks of the holiday period Monday – Friday 10:00 – 17:00 or 9:30 – 16:30 with an hour unpaid break.
Holidays	6 Weeks Holiday, 5 weeks which are to be taken during school holidays, excluding first and last week of summer break and 1 week mandatory shutdown over Christmas.
Probation	1, 2, & 3 month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role / promotion.
Medical	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider. Please note that all School buildings operate a no-smoking policy.
Benefits	Wisbech Grammar School provides • Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution • Childcare voucher scheme • Fee discounts for dependent children
Safeguarding	Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS). The postholder is responsible for ensuring that they • undertake all mandatory training on the school defined timetable (annually at time of writing this document) • read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.



Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.

A strict code of confidentiality must always be adhered to.

Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Principal Role

The School Facilities team are responsible for ensuring that the school facilities provide an environment that is safe, clean and inspires Staff and Pupils.

The Facilities team duties are split between 3 sections, Operations Services, Estates Services, and Transport Services. The role of the Cleaning Team Leader is within the Operations Services section, and supervises the cleaning team whilst also completing their own cleaning duties around the School. The team currently consists of 14 part time cleaning staff.

We are seeking an experienced, qualified professional to lead the cleaning team, support the wider Facilities team, and ensure that all staff, pupils, visitors and school users have a positive experience.

Initiative and proactivity will be key attributes of the successful candidate.

- Initiative is required to ensure the impact of issues arising are considered and handled, and that, where necessary, information is passed on to the Facilities Manager for appropriate action to be taken.
- Proactivity is required to ensure spaces and processes are continually reviewed to deliver high quality services across the team.

The school is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

Detailed Role

The list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

School Cleaning

The school cleaning team generally only work term times and some holiday weeks for deep cleans, but as the school develops boarding and expands the external bookings the need for additional cleaning hours may be required.

Locking up the site at the end of the day

- Towards the end of each shift, lock up each area of the building whilst checking the level of cleaning carried out in that area.
- Ensure the building is fully locked and alarm systems set at the end of shift with any external gates shut upon leaving site.



Staff

Your variable shift pattern does not allow you to be on site with all the cleaners all the time, so it is important that the cleaning team leader provides excellent information to the cleaning team and to the Facilities Manager to enable the team to work efficiently in your absence.

- In conjunction with the Facilities Manager, manage the cleaning team.
- Carry out Probationary meetings with new staff in line with school policy.
- Manage team sickness, and performance issues in line with School policy. This includes return to work interviews and any risk assessments required.
- Encourage individuals to have a positive approach and help build the team and support each other.
- Make daily visits to areas of the school to check on the quality of the cleaning and make records of findings and if needed address any concerns with the team.
- Provide the team with clear instructions on what is expected in their area of the school and provide them with checklists.
- Develop a flexible team to cover sickness and a changing school calendar, and move staff to the areas where additional resources are required.
- Plan the holiday deep cleans and support the team in carrying out this work.
- Train the team on the school equipment, and also on cleaning methods and materials and chemicals used at the school. You will also need to check that they do always follow the agreed methods of working and safe use of materials and record these checks.

Budget Management and Material Stock Levels

It is essential that the teams have the materials and equipment they need to complete the work to the standards we require.

- Manage the stock levels of materials and ensure orders are placed in time to replenish stock levels with the support of the Facilities Manager.
- Work with the Facilities Manager to produce termly analysis on areas of variance against your approved budget. Take actions required to work within the agreed budget.
- Ensure all equipment is maintained well
- Where new equipment is required ensure that the equipment purchased is of good quality and is capable of doing the work required easily and quickly.

Help desk

The school has a help desk for all school users to log requests for services, this will include additional cleaning tasks needed, when these are collated onto the weekly works list.

- Prioritise the tasks and assign them to the team
- Support the team to complete the tasks in a planned and timely manner.
- Update the task list with progress and on completion.



- Add any requests that come via other sources to this list to ensure a complete list of all works carried out by the Facilities Teams.
- Where requests require additional budgets, discuss with the Facilities Manager for agreement before proceeding.
- Encourage your team to report any issues that they notice when working in the school.

Health & Safety

- Work with the Facilities Manager to ensure all COSHH, Risk Assessments and Method statements (RAMS) are up to date and relevant to the materials and task being completed and ensure all staff are fully aware of the RAMS and follow them when working.
- Ensure all staff are fully trained on the equipment and understand the COSHH for the Materials used.
- Keep records of all training given and test that the knowledge has been received and understood by asking and recording questions. Carry out refresher training as required under school policies, and where specific tasks are being planned carry out tool box talks on related items to refresh their knowledge. Carry out spot checks to ensure work is being completed in a safe manner.
- Check that cleaning staff have closed windows and turned off lights (if rooms are locked when they arrive to clean ensure they are locked when they have completed their cleaning).
- Be available to support cleaning staff and move staff where areas need additional cleaning.

Meetings

- Attend shift team meetings in staff room with the evening cleaners.
- Monthly meeting with the Facilities Manager
- Arrange cleaning team monthly meeting with all cleaning staff to encourage open discussion on all aspects of their work. Discuss any issues or concerns that have arisen during the month.

Attributes	Essential	Desirable
Qualification	NVQ Cleaning Skills	GCSE Maths and English
Knowledge	- Experience of managing a cleaning team - Excellent knowledge of the latest cleaning materials and techniques	- Experience in cleaning commercial/complex buildings - Experience of working in an educational setting.
Skills & Experience	- Excellent record keeping - Excellent communication skills including adjustment to meet the needs of the target audience - Able to communicate accurate, timely and digestible information to senior staff together with explanations and recommendations - Good time management skills - Ability to build positive relationships with a diverse range of staff and parents - Can show initiative, creative thought and understanding of the importance of being proactive in a busy workplace environment	
Personal competencies and qualities	- Be professional and well organised. - Be able to be flexible and work under pressure, both independently and within a small team - Be capable of high standards of physical, emotional, social and intellectual care for the pupils. - Can consider issues objectively and from a holistic school view. - Warm and approachable personality that shows tact and sensitivity. - Patient, reliable and trustworthy - High degree of emotional intelligence - Keen eye for detail - An understanding and commitment to the ethos, culture and priorities of the school - Be an ambassador for the school	