



Cleaning Assistant

Candidate Information

Required ASAP

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11

The 
Granville
School



Executive Summary

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking a reliable and hardworking Cleaning Assistant who will support the school in maintaining a clean, safe and hygienic environment across both the school and catering areas.

The successful candidate will undertake cleaning duties individually or as part of a team, ensuring designated areas are maintained to a high standard and consumables are restocked where required. The role requires a positive and flexible approach, contributing to the warm and caring environment of the school community whilst supporting wider school activities and events when required.

Closing Date: 28th September 2026 @ Noon

Interviews: 1st & 2nd October 2026

The Bursar's Assistant would be delighted to speak with any candidate who would like to know more about the role. You can get in touch by calling the School on 01732 453039 or by email through bursarassistant@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



Job Description: Cleaning Assistant

Main duties and responsibilities

Cleaning Assistant Responsibilities

- Carry out general cleaning duties including vacuuming, mopping, wiping surfaces, emptying bins and replenishing supplies.
- Operate cleaning equipment and use cleaning materials safely in line with Health & Safety and COSHH regulations.
- Report any hazards, defects or faulty equipment to the Site Manager.
- Ensure safe working practices are followed at all times, including the use of PPE where required.
- Undertake training and any other duties appropriate to the role as required.
- To deep clean the classrooms during some school holidays.

General responsibilities for all staff at The Granville

Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally. Staff are required:

- To be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the relevant person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET days.
- To avoid over familiarity with pupils.
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Evenings, School Fete etc.

Note: This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.



Job Description: Cleaner and Kitchen Assistant

Person Specification

Qualifications	• Spoken and Written English to UK Work & Immigration Standards 2026 • Pass UK Home Office In-Person Tests • Willingness to undertake training relevant to the role and Health & Safety requirements.
Experience	• Experience of general cleaning duties. • Experience of working within a school or similar environment is advantageous.
Knowledge & Skills	• Knowledge and understanding of Health & Safety requirements, including COSHH and Manual Handling. • Ability to undertake a range of manual cleaning duties. • Ability to maintain high standards of cleanliness and hygiene. • Ability to use cleaning equipment and materials safely and correctly. • Ability to work in an organised and methodical manner. • Ability to work independently and use initiative. • Ability to work effectively and supportively as part of a team. • Ability to communicate appropriately with colleagues and pupils. • Understanding of the importance of safeguarding, confidentiality and professional boundaries.



Person Specification (cont.)

Personal Qualities	• Reliable, hardworking and flexible approach to work. • Positive and professional attitude. • Clean and smart appearance. • Willingness to work flexible hours on occasion. • Commitment to maintaining confidentiality on all school matters. • Commitment to supporting the wellbeing and safeguarding of children. • Ability to contribute positively to the caring ethos of the school.
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Additional Information

Salary

Hours: Mon - Fri 3pm - 6pm

15 hours per week Term time + 4 weeks

Salary: £12.71 per hour

The successful appointee will also be entitled to the following:

- Free school meals
- Membership of Healthcare Scheme
- Contributory Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





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