

 **Cleaning Supervisor**

**20hrs (hours to be discussed)**

**Job Application pack**

Dear Applicant

Thank you for your interest in the post of Cleaning Supervisor at Walton-le-Dale High School from as soon as possible.  I hope that our website [www.wldhigh.co.uk](http://www.wldhigh.co.uk) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school.  It is a school where the students and staff know each other well.  Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it.  The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer.  We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students.  The school offers Key Stage 4 students a wide variety of options for a relatively small school.   These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan.

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common.  Our team of pastoral and learning support staff is exceptionally strong, with HAL’s responsible for our Houses across the school.  We have a team of 10 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need.  Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

I have been recently appointed as Headteacher and have found the students and staff most welcoming. The school really does have a family feel, with a very supportive staff team and has great capacity for further improvement. This is a school where you can make a real difference and have a significant impact. If you believe you have the energy and drive to help us improve our provision further, we would love to hear from you.

Best wishes



Vicky Ardern

Headteacher

**C****leaning Supervisor**

Thank you for showing an interest in this vacancy at Walton-le-Dale High School, part of the Aspirational Futures Multi Academy trust family of schools. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

The founder school in our trust , which opened in February 2023, was Parklands High School. Gillibrand Primary School, Balshaw Lane Primary School and Walton le dale High School joined us the following academic year. Highfield Primary School is the latest school to join our trust from 1st September 2024, and as a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today’s global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

* a culture that actively promotes a positive work-life balance
* a culture that promotes well-being initiatives
* access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
* opportunities to participate in extra-curricular activities and school trips
* an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
* excellent relationships between the Trade Unions and the trust schools

Thank you again for taking the time to read this application pack, which, along with the school’s and the trust’s websites, will have inspired you to apply for the advertised post.

 Kind regards,

Steve Mitchell
Chief Executive Officer



**Aspirational Futures Multi Academy Trust - Role Profile**

**Grade Profile – Cleaning Supervisor 3 (Grade 5)**

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| **POST** **TITLE:**  | Cleaning Supervisor 3  |
| **GRADE:**  | Grade 5 £25,183 - £27,269 (Actual Salary £12,419 - £13,447) |
| **CAR USER:**  |   |
| **MAIN LOCATION:**  | Walton-le-Dale High School |
| **RESPONSIBLE TO:**  | Chief Operations Officer (COO) Aspirational Futures MAT / Cleaning area manager/Headteacher  |
| **STAFF RESPONSIBLE FOR:**  | Cleaning Staff  |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| Acting with limited supervision, the postholder will manage a large cleaning team, organising the work of the team, allocating areas and identifying and prioritising cleaning requirements and preparing work programmes. The postholder will be accountable for an agreed budget and will assist the Headteacher in the promotion of school premises. Other responsibilities include acting as Health & Safety Officer for cleaning related matters including COSHH, and related resources to the agreed quality standards. The postholder will ensure the cleanliness of the school premises and furnishings, monitoring compliance with the equipment and chemicals and report issues in relation to non-compliance to the Trust Chief Operations Officer. The post holder will clean specific areas of the school daily alongside the cleaning staff. |
|  **MAIN What the Postholder will actually do** **ACTIVITIES What prescribed duties the postholder will have**  |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded cleaning staff.** |

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| **Duties*** Monitoring and ensuring the cleanliness of the School premises and furnishings.
* Manage and support the in-house cleaning staff.
* The supervision of all cleaning staff focussing on their performance in terms of standards of cleanliness and their behaviour whilst on duty.
* Ensure the team of cleaners are communicated with effectively in relation to venue updates, events, personal development and welfare.
* Ensuring that a high standard of cleaning is delivered to all areas of the building(s) by regular audits of areas.
* Reviewing work schedules.
* Ordering of cleaning materials.
* Stocktake of cleaning materials in the main store and cleaning cupboards around the school.
* Monitoring of all cleaning activities.
* Ensuring all staff are aware of the Health and Safety policies and procedures.
* Ensuring all staff are trained in the use of equipment. Provide support and guidance regarding safe operations of machinery, cleaning standards and general health and safety practices including issue of PPE and lone working.
* Ensure all staff are provided with uniform and it is worn at all times.
* Provide reactive and proactive cleaning services throughout the school.
* Ensure efficiency of products and machinery to maintain high, consistent standards.
* Bring any matters of concern to the Trust cleaning area manager as soon as possible.
* Arrange suitable rotation of staff to ensure skills are enhanced and resilience is provided.
* Support cleaning staff in identifying training opportunities, industry best practice and provide additional feedback during annual performance reviews with the cleaning staff and Trust cleaning area manager/COO.
* Provide suitable feedback on possible areas of concern with regards to cleaning quality and service provided.
* Ensure wherever possible, that staff relationships remain courteous, professional, and appropriate and identify areas of concern immediately.
* Ensuring COSSH information is updated and all cleaning cupboards have a full display of all chemicals used.
* Managing and overseeing school deep cleans.
* Work alongside contractors over holiday periods to ensure areas are all left clean and ready for use. Liaising with the premises manager and planning work in appropriate areas not effected by contractors.
* Act as key holder during holiday periods to accommodate cleaning duties.
* To clean allocated area(s) daily and during deep clean periods.
* Along with the cleaning team cover additional areas in cases of absence/sickness.
* Arrange for the routine procedures or inspections on ancillary equipment, e.g. iMops, hoovers, scrubber driers, buffers, wet pickups etc.
* Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
* To arrange for the cleaning team (including the postholder) to carry out emergency cleaning duties.
* Make arrangements for the washing of internal walls e.g. classrooms, corridors by the cleaning staff.
* Organise a deep clean of the school when appropriate.
* Make arrangements for internal window cleaning, compliant with Work at Height Regulations.
* Make arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
* Ensuring that adequate supplies of cleaning materials and other supplies are available.
* Ensuring that all cleaning equipment is in a safe and working condition and arranging for their repair as appropriate.
* Preparing the school premises and site for out of school activities and clearing up after these activities.
* Undertake cleaning as necessary, including closure cleaning

**Finance** * To be accountable for small expenditures from an agreed budget.
* To assist the Headteacher, Senior management and Trustees in the promotion of the school premises to the outside community.

**Other duties** * Assisting in the recruitment, selection, induction and appraisal of cleaning staff and the allocation of duties and hours of work.
* Planning own work and that of cleaning staff and dealing with issues relating to supervision/ management of staff.
* Provide/arrange the appropriate induction and training of cleaning staff.
* Verifying claims for cleaning staff.
* Undertaking appropriate training.

**Health & Safety** * Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to cleaning issues) in liaison with the Health and Safety Lead for the School.
* Monitoring the appropriate cleaning related Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Lead for the School.

**General** * To fully participate in the School’s appraisal scheme where appropriate.
* The duties may be varied by the COO/Headteacher to meet changed circumstances in a manner compatible with the post held.
* Work within other schools in the Trust in the case of absence/sickness.

**In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.****Equal opportunities** We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.  **Health and safety** All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.  **Safeguarding Commitment** This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Attendance**Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work. |

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| **Person specification form**  |
| **Post title:** Cleaning Supervisor  | **Grade:** Grade 5 |
| **School:** Walton-le-Dale High School | **Post number:**   |
| **Establishment or team:** Premises |
| **Requirements** **(based on the job description)**  | **Essential** **(E) or** **desirable** **(D)**  | **To be identified by: application form (AF),** **interview (I), test (T), or** **other (give details)**  |
| **Qualifications** Full driving licence (at School’s discretion)  |  D |   |
| **Experience** Experience of undertaking a cleaning role  |  E  |   |
| Experience of supervising staff  | E  |   |
| Experience of writing maintenance programmes  | D  |   |
| Experience of planning and programming work  | D  |   |
| Practical experience of monitoring contract arrangements | D |   |
| Experience of budget management  | D  |   |
| Experience of working within a school  | D  |   |
| **Knowledge, skills and abilities** Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard  |  E |    |
| Ability to manage, train and develop staff  | E  |   |
| Ability to resolve conflict  | E  |   |
| Ability to develop effective working relationships  | E  |   |
| Attention to detail skills  | E  |   |
| Ability to work as part of a team  | E  |   |
| Good oral and written communication skills  | E  |   |
| Flexible attitude to work  | E  |   |
| Ability to work in an organised and methodical way  | E  |   |
| Time management skills  | E  |   |
| Knowledge of Health & Safety guidelines  | E  |   |
| Knowledge of COSHH guidelines  | E  |   |
| Ability to use powered tools and equipment relevant to the role (e.g. floor buffer) | E |   |
| Good numeracy skills  | E  |   |
| Good interpersonal skills  | E |   |
| IT skills Positive approach to customer care and service delivery | D E |   |
| Commitment to undertaking relevant training and development  | E |   |
| First aid certificate (willing to work towards) | E |   |

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| **Other** (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people
 | E  |   I   |
| 1. Commitment to equality and diversity
 | E | I  |
| 1. Commitment to health and safety
 | E | I  |
| 1. Satisfactory attendance record/commitment to regular attendance at work
 | E |   |
| 1. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)
 | E  |   |
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| **Note: We will always consider your references before confirming a job offer in writing**.  |
| **Last reviewed December 2024** |