



**North East
Learning Trust**

**Cleaning Supervisor
Meadowdale Academy**
Applicant information pack

Cleaning Supervisor

Required as soon as possible

**Grade 2, SCP 4 – 6 (£21,189 - £21,968) actual salary £7,579 - £7,858
15 hours per week, Term time plus 5 days, permanent**

Meadowdale Academy is a part of the North East Learning Trust and are seeking to appoint a Cleaning Supervisor to join our dedicated team.

We are committed to:

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.
- A clear commitment to continuing professional.
- Development and an investment in future career development.

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Have a clear vision and understanding of the needs of a school.
- Supervise the cleaning activity ensuring high standards of cleanliness and hygiene are met and maintained
- Be flexible in their approach and work well as part of the team.
- Have excellent organisational skills

Deadline: Noon on Wednesday 21 December 2022

Shortlisting will take place Thursday 22 December with interviews taking place week commencing WC 9 January 2023.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Cleaner Supervisor

Responsible to:

Facilities Manager

Job purpose:

Working part of a wider team to undertake and supervise the cleaning activity ensuring high standards of cleanliness and hygiene are met and maintained.

To support the Caretaking Team in keeping the school building and grounds secure.

Duties and responsibilities:

- To oversee the day to day school cleaning activity, ensure cleaning standards and procedures are carried out to a high standard
- To supervise, induct and train the cleaning staff.
- To ensure stocks levels of necessary cleaning materials and equipment are monitored and maintained, ordering necessary supplies and stocks.
- To carry out cleaning audits and updating the Trust's software systems (CAFM 'Every')
- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff
- To carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- To clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff / pupils is maintained.
- To clean up of biological hazards in a safe manner.
- To use floor scrubbing machines and other cleaning machinery and equipment, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To assist the Facilities Manager in performance management of the cleaners.
- To support the Caretaker in keeping all school buildings and grounds secure.
- To lock up the school building and premises.

General

- To be part of the wider school team.
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- To comply with the requirements of the H&S at Work Regulation
- To comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matters

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Knowledge of health and safety, COSHH, manual handling etc. 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Relevant cleaning experience Experience of using cleaning equipment 	<ul style="list-style-type: none"> Experience within education sector
Aptitude and skills	<ul style="list-style-type: none"> Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently. Ability to adhere to strict health and safety regulations etc. Excellent organisation skills Excellent attention to detail Ability to prioritise workload 	<ul style="list-style-type: none">
Personal qualities	<ul style="list-style-type: none"> Good work ethic <ul style="list-style-type: none"> Positive Professional Flexible Team Player Excellent communication skills 	<ul style="list-style-type: none">

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.