



**North East
Learning Trust**

**Cleaning Supervisor
Sacriston Academy
Applicant information pack**

Cleaning Supervisor
Permanent
Required as soon as possible
17.5 hours per week
Monday – Friday 2:30pm to 6pm
Term Time plus 5 additional days
Grade 2 SCP4 – SCP6
£24,404 - £25,183 per annum FTE
Actual Salary £10, 230 - £10, 392 per annum

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

Sacriston Academy is a happy and welcoming primary school rooted in the heart of the community. We aim to ensure that every child leaves Sacriston Academy excited about learning and determined to succeed. We want to equip each child with confidence, resilience and the social skills necessary to become aspirational citizens of a changing world.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- 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

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1-day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Have good communication skills
- Have good organisational skills
- Be proactive and self-motivated
- Have a flexible approach to work

Deadline: Tuesday 21st January 2025 at 12pm noon

Shortlisting: Wednesday 22nd January 2025

Interviews: Friday 24th January 2025



How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to Beth Brockwell, beth.brockwell@sacristonacademy.co.uk or by post to Beth Brockwell, Primary Senior Office Manager, Sacriston Academy, Witton Road, Sacriston, Durham, DH7 6LQ. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job Description

Post title:	Cleaning Supervisor
Responsible to:	Facilities Manager
Responsible for:	Cleaning of the school and supervision of cleaning staff
Salary Band:	Grade 2, SCP4-SCP6

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 Facilities Manager 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 in the absence of the Caretaker.



General

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.



Person Specification

Cleaning Supervisor

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Knowledge of health and safety, COSHH, manual handling etc. 	
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 	
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 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list

check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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.