



Transforming Lives
EDUCATIONAL TRUST

**Ashlawn School
Cleaning Supervisor**

Recruitment Pack January 2022

Contents

Section	Page
About the role	3
How to visit and apply	5
Job Description	6
Person specification	8

About the Role

Thank you for your interest in the position of Cleaning Supervisor at Ashlawn School. Transforming Lives Educational Trust wishes to appoint two permanent, reliable, efficient and friendly cleaners to join our Ashlawn School cleaning teams (details below).

Ideally you will have management and cleaning experience and knowledge of COSHH. However, training for cleaning and COSHH will be available.

Applicants must be able to work alone and as part of a team.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

This is an opportunity to join our dynamic cleaning team. Working as part of a team this role holds a crucial role within our school, keeping our students learning environments clean so they can flourish.

We have two vacancies open:

Job Specifics

Salary: NJC04 £18,933.00 – NJC05 £19,312.00

Actual salary: £9,605 – £9,797

Hours: 22.5 hours a week

Work pattern: Monday to Friday

Working weeks: Term time plus 5 days

Contract: Permanent

or

Salary: NJC04 £18,933.00 – NJC05 £19,312.00

Actual salary: £6,403 – £6,531

Hours: 15 hours per week

Work pattern: Monday to Friday

Working weeks: Term time plus 5 days

Contract: Permanent

Why work for Ashlawn School?

- A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed
- Ashlawn is an oversubscribed, outstanding school, well respected within the local community and rated as in the top 15% of schools nationally by the *Real Schools Guide*
- You'll be working within a community of passionate, committed colleagues who genuinely support each other

A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, including *ResearchEd*, planned by Ashlawn staff and held at Rugby School, and many other staff benefits

- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.



How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.



Job Description

Location:	Ashlawn School
Job Title:	Cleaning Supervisor
Salary:	NJCO4 – NJC05
Contract:	Support staff contract
Start date:	ASAP
Responsible to:	Senior Site Service Officer
Responsible for:	Cleaners
Key relationships:	Cleaning Team, Site Service Team
Job purpose:	Supervising the undertaking of cleaning duties in accordance with an agreed schedule and to a required standard to ensure that students have a comfortable, clean, safe and well-maintained environment in which to work or otherwise, use the School facilities.

MAIN ROLE AND RESPONSIBILITIES:

- To supervise the School cleaners ensuring their work is completed to an agreed schedule and to a required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing TLET HR of absences.
- To ensure that all staff comply with Health and Safety Legislation, School policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Senior Site Office, to enable the School grounds to be safe and healthy places for students, staff and other users to use.
- To manage the stock levels of equipment and materials and to request orders as needed via the Premises staff.
- To ensure that cleaning equipment and materials are safely maintained and stored.
- To undertake cleaning duties.
- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
- To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.
- To carry out such other tasks and duties as required by the line managers appropriate to the grading of the post.

Health and Safety

- To carry out duties placed on employees placed on staff by Health and Safety Legislation.
- To adhere to all health and safety policies agreed by TLET and the Governors.
- To be aware of and adhere to C.O.S.H.H. Regulations (Control of Substances Hazardous to Health (Amendment) Regulations 1991.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



Person Specification

Job Title:	Cleaning Supervisor
Reports to:	Senior Site Services Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training		<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p> <p>Use of cleaning machines/equipment</p>
Experience	Experience of a similar role either commercially or domestically	Work in a school or nursery setting
Knowledge/Skills (Ability to)	<p>Good verbal communication skills</p> <p>Ability to work in a team work</p> <p>Use of initiative</p> <p>As an effective member of the team you will be focused with a can-do attitude</p> <p>To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</p>	

Personal Qualities	Calm	
	Flexible	
	Reliable	
	Enthusiasm	
	Self-motivation	
	Professional and confident	

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

