



**ROECROFT**  
**Lower School**

## Cleaning Supervisor

### APPLICATION PACK



**Roecroft Lower School, Buttercup Road, Stotfold, Herts, SG5 4PF**

Website: [www.roecroftlower.co.uk](http://www.roecroftlower.co.uk)

Email: [admin@roecroft.co.uk](mailto:admin@roecroft.co.uk)



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Dear Applicant

Thank you for expressing an interest in our current vacancy. We are looking for someone to take on the role of Cleaning Supervisor at our school. You will work closely with our Site Manager and team of cleaners to ensure the school is kept clean, tidy and safe.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role. We encourage you to visit our school to meet the wonderful team of staff and get a feel for what we do and how we run.

If you would like any further information or would like to make an appointment to visit the school, in the first instance, please contact:

Mrs Jo Lamb

[admin@roecroft.co.uk](mailto:admin@roecroft.co.uk)

Telephone: 01462 730336

Our website has a wealth of information, so please visit the site [www.roecroftlower.co.uk](http://www.roecroftlower.co.uk) as you may find answers to your questions there.

We look forward to receiving your application.



Mrs Hollie Cross  
Headteacher

## ETHOS AND MISSION STATEMENT

The ethos and aims of Roecroft Lower School are underpinned by an embedded belief in the teaching of a Values Based Education. Children are given the opportunity to thrive and enjoy their learning in a safe and supportive environment.

We believe our school is a unique place to work and learn. It has an individual identity that combines traditional values with a modern, vibrant vision. Ensuring our children are prepared for their futures and ready to tackle the next stage of their education with a courageous and respectful attitude. Moving into adulthood to become motivated citizens in the wider world.

Children and their families lie at the heart of this successful school. Staff bring a breadth and depth of professional knowledge and encourage a learning culture with a strong ethos of inclusion. Striving to ensure all children hit their potential whatever their starting point.

“Together, creating a better future for our children”

## JOB DESCRIPTION

### Cleaning Supervisor

NJC Level 1D Points 2-3

£22,366 - £22,737 FTE

15 hours Term Time Only (+inset days)

Monday to Friday, 3.15-6.15pm

Actual pro rata salary £7,894 - £8,025

OR

12 hours Term Time Only (+inset days)

Tuesday to Friday, 3.15-6.15pm

Actual pro rata salary £6,325 - £6,420

RESPONSIBLE TO: Headteacher / Operations Manager

JOB PURPOSE: Supervising a team of cleaning staff to ensure standards of cleaning within the school are met and safe locking of the school.

#### MAIN RESPONSIBILITIES:

- To organise the working rotas of the cleaning team and supervise them on a daily basis.
- Undertake allocated rota of cleaning duties, in line with the job description for a cleaner, and ensure there is cover in essential areas for absent staff.
- Together with the Site Manager, train and motivate staff.
- Undertake routine inspections of the work of the cleaning team.
- Maintain regular communications with the Site Manager and cleaning team.
- Monitor the work of the cleaning team to ensure their work is of a high standard. Report any issues to the Site Manager
- Maintain any records required by the Site Manager.
- Ensure cleaning materials and equipment are stored appropriately after each clean, checking cleaning cupboards are kept tidy.
- Ensure compliance with Health & Safety and COSHH regulations.
- Ensure all waste is removed from classrooms, offices and other rooms.
- Keep a check on cleaning materials and inform the Site Manager in good time to re-order to avoid shortages.
- Check cleaned areas are left secure, including windows closed, doors locked, heaters and lights switched off.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.



## PERSON SPECIFICATION

### Cleaning Supervisor

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"><li>• Literate and numerate</li></ul>	
Experience	Previous experience of cleaning	<ul style="list-style-type: none"><li>• Previous experience of cleaning in an educational environment or offices</li><li>• Previous experience of supervising staff.</li></ul>
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"><li>• Ability to organise rotas and keep records</li><li>• Ability to clean to set standards</li><li>• Ability to develop good relations with staff</li><li>• Ability to work as a team member</li><li>• Reliable</li><li>• Trustworthy</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Health &amp; Safety procedures</li><li>• Knowledge of COSHH regulations</li></ul>
Motivation	<ul style="list-style-type: none"><li>• Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</li><li>• Ability to work without supervision</li><li>• Contribution to the ethos of the school</li><li>• Flexible</li><li>• Willingness to undertake any appropriate training.</li></ul>	
Physical	<ul style="list-style-type: none"><li>• Physically fit to carry out cleaning duties, manoeuvring cleaning equipment, lifting stock etc.</li></ul>	

## HOW TO APPLY

Please complete your application via the link below to MyNewTerm  
[www.mynewterm.com/school/Roecroft-Lower-School/109484](http://www.mynewterm.com/school/Roecroft-Lower-School/109484)

If you are short-listed, we will seek references prior to interview and may contact previous employers for information or to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview. Sorry, but we are not able to accept CVs.

Closing date: Thursday 11th July (midday)

Interview date: W/C 15th July 2024

Start date: 2nd September 2024

\* We reserve the right to close this vacancy prior to the advertised deadline if a suitable candidate is successfully recruited for this position.

Roecroft Lower School is committed to the safeguarding of children and we adopt recruitment procedures that promote the safety and well-being of children. All posts are subject to Enhanced DBS clearance.

We welcome visits to the school, so please contact the school office for available dates.

If you are invited for interview, you will receive communication via MyNewTerm explaining the date and time of interview and detailing what you need to bring with you. The interview process may include a skills test. For teaching posts, you will be asked to demonstrate your teaching skills. Please check the interview arrangements carefully to make sure you understand the selection process.

It is our policy to contact every applicant of the outcome of their application.

Any offer of employment will be conditional upon:

- Verification of right to work in the United Kingdom;
- Receipt of at least two satisfactory references;
- Verification of identity and qualifications;
- Satisfactory pre-employment online search as recommended by KCSIE 2022
- Satisfactory Enhanced DBS disclosure;
- Verification of professional status such as QTS, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

You should be aware that provision of false information including information relating to health and qualifications is an offence and could result in your application being rejected or summary dismissal if you have been selected.