



**COCKBURN**  
MULTI-ACADEMY TRUST  
TRANSFORMATION TO EXCELLENCE



# We're Hiring

## Recruitment Booklet

## Cleaning Supervisor

**COCKBURN SCHOOL**   
Specialist status in the Performing Arts Learning for Life

**COCKBURN JOHN CHARLES ACADEMY**   
Learning for Life

**COCKBURN LAURENCE CALVERT ACADEMY**   
Learning for Life

**FOOTSTEPS**  
to success



**MIDDLETON PRIMARY SCHOOL**

**Reach**   
Primary Learning Centre



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

# Job Description – Cleaning Supervisor

<b>Post:</b>	<b>Cleaning Supervisor</b>
<b>Required:</b>	<b>As soon as possible</b>
<b>Pay scale and salary:</b>	<b>B1, SCP 4 – 6 (£23,114 - £23,893 pa FTE) £15,617 to £16,143 pa actual salary</b>
<b>Contract Type:</b>	<b>Permanent, All year round</b>
<b>Hours of work:</b>	<b>25 hours (can be flexible; morning or afternoon shifts)</b>

**Accountable to:** Premises Manager

## **Purpose of the Role:**

To provide effective day to day supervision of cleaning staff in the academy and co-ordinate the provision of a high-quality Cleaning Service.

## **Main Duties:**

- To ensure that the delivery of the cleaning service is to the highest standard
- Deliver high level cleaning, using appropriate equipment
- Be responsible for the carrying out site monitoring and cleaning audits
- Supervision of academy cleaning staff including the allocation of cleaning duties
- Authorisation of any cleaning staff overtime worked in partnership with the Premises Manager
- Delivery of induction and training for cleaners
- To monitor cleaning stock and equipment levels
- Where appropriate identify the training needs of cleaners
- To control the repairs and maintenance of machinery
- To ensure Health and Safety regulations are adhered to
- Undertake any other duties as directed by the Head of School
- Attending appropriate training courses as requested
- Be able to work as part of a team and model the Cockburn's Staff Values and Expectations.

# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b><u>SKILLS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Ability to work as part of a team	*		A/S
Ability to relate to people in person	*		S
Ability to deal with day to day issues on own initiative	*		S
Ability to move and use cleaning equipment	*		A/R/S
<b><u>KNOWLEDGE/QUALIFICATIONS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Awareness of understanding of basic safety and hygiene measures	*		A/S
Working knowledge of relevant policies/codes of practice/legislation	*		A/S
Knowledge of Health and Safety procedures and precautions	*		A/S
Knowledge of COSHH regulations when using chemicals		*	A/S
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*		A/S
Knowledge of moving and handling procedures		*	A/S
Knowledge of basic fire regulation requirements		*	A/S
Knowledge of using mechanical cleaning equipment		*	A/S
<b><u>EXPERIENCE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Experience of working as part of a team	*		A/S
Cleaning experience	*		A/S
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care	*		A/S
<b><u>BEHAVIOURAL AND OTHER CHARACTERISTICS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Willing to abide by the Academy's policies in carrying out all duties of the post, and as an employee	*		S



Willing to carry out all duties having regard to an employee’s responsibility under the school’s Health and Safety Policies	*		A/S
To display a responsible and cooperative attitude to working towards the achievement of the academy’s ethos, aims and objectives	*		S
An ability to respect sensitive and confidential work	*		S
Commitment to own personal development and learning		*	A/Q/S
Ability to drive or travel in order to fulfil the requirements of the role	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification Certificate	
	R =	References	
	S =	Selection Process	

# COCKBURN

## CAREER PATHWAYS

### What job roles am I interested in?

#### Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

#### Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

#### Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

#### Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

#### Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

#### Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

### What career path should I take?

#### Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

#### What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

#### What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

#### How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

#### Smart clinic resources

Self-care and personal development

#### Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

#### National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

#### Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

### Our values and ethos

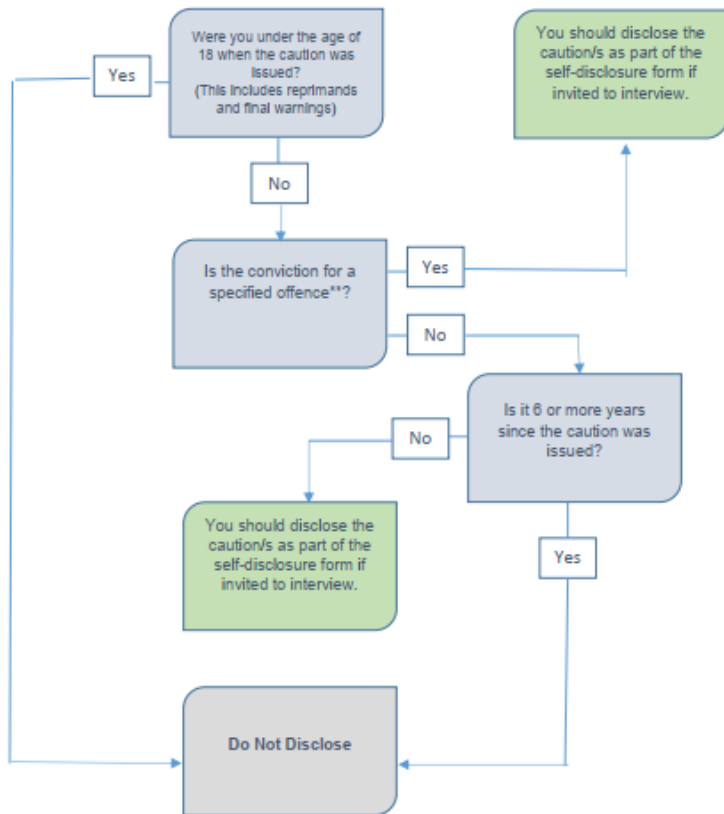
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

## SUPPORT STAFF



**COCKBURN**  
MULTI-ACADEMY TRUST  
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**Disclosure of a Caution**  
( this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

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