



Parkside
Academy



Cleaning Supervisor

Start Date: March 2025

**Educational
Excellence**

Welcome from the Headteacher

Parkside is an excellent school which prides itself on being consistently one of the most successful schools within County Durham. Our students are at the heart of everything that we do. All staff are dedicated to delivering an exceptional quality of education for each individual student. There is a calm and purposeful atmosphere in the school exemplifying our ethos of aspiration, hard work and achievement. This is achieved through students being valued, understood and celebrated.

In order for all students to be successful they must feel safe and cared for. To achieve this, we operate a culture of high expectations and standards for all students. We instil traditional values of personal organisation and respect for all members of the Academy and within the wider community. We pride ourselves on securing educational excellence for all students in our care. Our students are smart, polite, reliable and enthusiastic and leave us as successful, high achieving young people.

We hope you will join us in working towards our aim of developing this excellent school into an exceptional school.

Mrs K Armstrong
Headteacher

The Cleaning Department

An exciting opportunity has arisen within the cleaning team at Parkside Academy. We are looking to appoint positive, motivated members of staff to join our busy team and support us in maintaining a clean, safe and healthy learning environment for our students.

The Person

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.
- Attentive to detail and thoroughness in cleaning tasks.
- Ability to work independently or as part of a team to complete cleaning assignments.

Job Description

JOB TITLE	Cleaning Supervisor
CONTRACT TYPE	Permanent, Whole Time
ACCOUNTABLE TO	Line Manager / Senior Leadership Team
GRADE	Grade 2 SCP 3-4. £20,130 – £20,446
HOURS	31 hours per week.
REQUIRED	March 2025

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager;
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

SPECIFIC RESPONSIBILITIES OF THIS POST

RESPONSIBILITIES FOR CLEANING SUPERVISORS

All Cleaning Supervisors will:

- Supervise and support the work of the cleaners.
- 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.
- Clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- 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.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc.
- Ensure wet floor Health & Safety hazard signs are used when required to ensure wellbeing of staff/students is maintained.
- Use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- Assist in the whole school clean during school closure as per the school cleaning programme.
- 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.
- Provide cover on other sections/ areas of the school when necessary.
- Assist in providing a clean, safe environment.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
APPLICATION	Fully supported in references.	*	
	Fully completed application form which details previous experience and provides further information about relevant experience and skills.	*	
QUALIFICATIONS AND EXPERIENCE	Willingness to undergo training relevant to the post.	*	
	Manual handling training.		*
	COSHH training.		*
	Working as part of a team.	*	
	Competence in carrying out general cleaning tasks.	*	
	Awareness of health and safety issues.	*	
	Working in a school setting / environment.		*
KNOWLEDGE, SKILLS AND ABILITIES	Able to work in a busy and demanding environment.	*	
	Be articulate and able to converse confidently in a pleasant and professional manner.	*	
	The ability to communicate both orally and in writing.	*	
	Be prepared to undertake training in health and safety, safeguarding, fire procedures and all other relevant legislations.	*	
	Flexible approach to work.	*	
	Ability to be punctual.	*	
	The ability to solve problems logically.	*	
	The ability to work as an effective member of a team.	*	
	Ability to prioritise and the flexibility to adapt where necessary.		*
	Commitment to the school and the ability to cope well with change.		*
PERSONAL ATTRIBUTES	Self-motivated.	*	
	Smart appearance.	*	
	Positive approach to the benefits of play	*	
	Positive attitude and enthusiastic approach.	*	
	The ability to enhance play through planning in the moment.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 20th January 2025 addressed to:**

**Mrs K. Armstrong
Parkside Academy
Hall Lane
Willington
Crook
County Durham
DL15 396**

or by e-mail to the School Reception, admin@parkside.org.uk or contact@parkside.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

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

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees 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.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.