

# Cleaning Manager for Leeds Diocesan Learning Trust



**Closing date: 9am on Monday 21st October 2024**  
**Interview date: Friday 25<sup>th</sup> October 2024**

## **About Leeds Diocesan Learning Trust**

Leeds Diocesan Learning Trust (LDLT) was founded in September 2022 with the aim of bringing together schools sharing our vision of full flourishing through loving, living and learning together. As a Diocesan Trust, LDLT is an important part of the Diocese of Leeds vision for education and was established by the Leeds Diocesan Board of Education to provide high-quality services, challenge and support to an increasing number of Church Schools within the diocese looking to take on academy status. As an inclusive Trust, LDLT is also established to be a home for non-Church Schools who are looking for a secure and nurturing environment, ensuring their distinctiveness is also safeguarded.

The Trust will have grown rapidly to 14 schools by the end of 2024. Growth has taken place around three distinct geographical locations: Craven, Leeds, and Ripon with all schools being within the Primary phase. The Trust, responding to diocesan need, will seek to grow in these three specific geographies over the next five years and to also establish other clusters where demand dictates.

LDLT has a distinctive offer to schools considering joining a Multi Academy Trust. The scheme of delegation allows schools to maintain their unique character whilst benefitting from strong and dynamic collaboration across the schools in the Trust. LDLT is explicitly Church of England in its articulation, yet fully inclusive. It strives to ensure the flourishing of all children and adults, including children from the most disadvantaged backgrounds, so every child is given the chance to achieve their full potential. LDLT's small, dedicated central team has a strong focus on school improvement through collaborative working across peer network groups and other mechanisms to provide a real benefit to schools.

Please see below for a job description and a person specification.

Should you choose to make an application, please complete the application form and return to [Chris.Sutherland@ldlt.co.uk](mailto:Chris.Sutherland@ldlt.co.uk)

## LDLT Cleaning Manager

Leeds Diocesan Learning Trust (LDLT) is looking to recruit an experienced Cleaning Manager to support the Academies within the MAT.

Hours of work are flexible to meet the needs of the MAT, Trust and post-holder but will not routinely exceed 37 hours per week. Evening work may be required to support Trust activities.

This position offers an opportunity to lead a vital support function within the Leeds Diocesan Learning Trust's schools, helping to create a safe and clean environment for pupils and staff.

<b>Reporting to</b>	Estates Manager of LDLT
<b>Duration of Post</b>	Permanent on completion of six-month probationary period
<b>Work Commitment</b>	Full time, 37 hours per week
<b>Salary</b>	Grade H (FTE SCP18 – SCP23 £29,269 - £32,076, subject to inflationary increases April 2024)
<b>Holiday</b>	30 days plus statutory bank holidays
<b>Start date</b>	As soon as possible

As Cleaning Manager for Leeds Diocesan Learning Trust, you will be responsible for overseeing the in-house cleaning services across 11 schools in North and West Yorkshire. You will ensure the delivery of high-quality cleaning and caretaking services, providing leadership and support to staff at each site, and maintaining effective communication with the schools' leadership teams. You will play a key role in upholding hygiene standards, managing resources, and ensuring full compliance with health and safety regulations.

### 1.0 Service, Delivery and Management

- Ensure cleaning services are delivered to a high standard, in line with LDLT's specifications across all 11 schools.
- Act as the main point of contact between the schools and the cleaning teams, ensuring any concerns are promptly addressed.
- Regularly inspect all sites to ensure that cleaning schedules and specifications are adhered to, including periodic deep cleans.
- Monitor performance and swiftly address any issues related to cleaning quality or staff.

### 2.0 Staff Leadership and Support

- Lead, motivate, and support the cleaning teams across all sites, ensuring staff understand their roles and responsibilities.
- Conduct staff inductions, training, and regular performance reviews, ensuring new starters are effectively integrated.

- Foster a positive working environment, supporting staff with any challenges they face on-site.
- Manage holiday, absence, and cover requirements, ensuring staffing levels are maintained to meet service delivery.

### **3.0 Health, Safety and Compliance**

- Ensure compliance with all health and safety regulations, including proper use of cleaning chemicals, equipment safety, and site security.
- Carry out risk assessments and ensure all cleaning operations are conducted safely and in accordance with LDLT policies.
- Ensure all staff are trained in and adhere to safe working practices, particularly regarding the use of chemicals and cleaning equipment.

### **4.0 Resource Management**

- Oversee the ordering and distribution of cleaning supplies across all sites, ensuring stock levels are maintained appropriately.
- Manage the allocation and safe storage of equipment and materials at each site, ensuring any damaged or faulty equipment is promptly replaced.
- Ensure resources are used efficiently to provide cost-effective services.

### **5.0 Communication and Reporting**

- Maintain regular communication with the Estates Manager and school leadership teams, providing updates on service delivery and addressing any arising issues.
- Use reporting tools (e.g., Trello) to plan, monitor, and report on service delivery, staff performance, and audits.
- Act as a liaison between cleaning staff and LDLT leadership, ensuring concerns from either side are dealt with promptly.

### **6.0 Audits and Quality Control**

- Conduct regular quality control checks and audits at each site to ensure cleaning standards are consistently met.
- Liaise with school staff before and after audits, providing feedback and action plans to address any identified issues.
- Document and report all findings, ensuring that corrective actions are taken as needed.

### **7.0 Additional Responsibilities**

- Lead the mobilisation of cleaning services for any new schools joining LDLT.
- Collaborate with school leadership to adjust cleaning schedules for special events, deep cleans, or holiday periods.
- Act as a keyholder when required and assist with securing school premises, especially during out-of-hours activities.

## 8.0 Vision

- The Trust vision is an essential part of the Trust achieving its core purpose and it is an expectation that these are adopted in daily working.

**Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors, and team as people of God, we will deliver transformational learning and the flourishing of all.**

## 9.0 Trust Group Policies and Procedures

- All staff are required to comply with Trust Policies and Procedures which can be accessed via the website on the internal network drives.

### Required Skills and Experience

- Proven experience in managing multi-site cleaning operations, ideally within a school or educational setting.
- Strong leadership and people management skills.
- Excellent communication skills, with the ability to build relationships across diverse teams and stakeholders.
- Comprehensive knowledge of health and safety regulations relating to cleaning services, including COSHH, manual handling, and the safe disposal of waste.
- Ability to manage resources effectively and maintain accurate records of service delivery.

### Key Performance Indicators

- Customer Satisfaction: Positive feedback from school leaders and staff regarding the quality of cleaning services.
- Staff Performance: High levels of staff engagement, training completion, and positive performance reviews.
- Compliance: Full compliance with health and safety regulations, and successful completion of site audits.
- Operational Efficiency: Efficient management of resources, stock, and equipment with minimal disruption to service delivery.

### NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.



**Terms and Conditions**

The employer for this post is the Leeds Diocesan Learning Trust.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work occasional evenings.

The post-holder will have a full driving licence and own a car with business insurance; expenses will be paid for business travel.

Core hours of work will be over 5 days, 37 hours per week, with flexibility required.

This post has a flexibility of working and there will be a hybrid approach to home working and attending the Leeds Diocesan office in Wetherby.

The Trust provides an employee pension with competitive employer contribution.

An Enhanced DBS is required for this post. Post holders are also expected to have their own car and driving licence.

All LDLT Trust and Academy business should remain confidential to LDLT.

**Signed: (Employee) .....** **Date: .....**

**Signed: (Chief Executive Officer) .....** **Date: .....**