



Application Pack and Job Description
Newton Abbot College
Cleaning Supervisor



Newton Abbot College

Cleaning Supervisor

Immediate start

Newton Abbot College is seeking to appoint an outstanding Cleaning Supervisor with drive, passion, enthusiasm to join the College's Premises Team, which is responsible for maintaining the highest standards for our students.

If you would like to work 3.5 hours per day, 15:15 – 18:45 Monday to Friday, primarily during term time (with an additional 3 weeks being worked during the holiday periods), then we would like to hear from you.

The role is for a Cleaning Supervisor provision within a school setting and will include but will not be inclusive of the below list:

- Supervise a team of cleaners
- Preparing rotas and allocating site areas for specific cleaners to be responsible for cleaning
- Mopping and buffing floors, Vacuuming & Polishing
- Sanitising & Emptying bins
- Cleaning of toilets, kitchens, classrooms & public areas

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about this post or would like to arrange a visit, please contact Peter Rowe Estates and Facilities Manager on prowe@nacollege.devon.sch.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be emailed to recruitment@ivyeducationtrust.co.uk or handed into the school reception.

Closing date for applications is Monday 6th January 2025 at 9am. Interviews will be arranged once applications have been shortlisted.



Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And after working here for over two and a half years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our U-14 and 16 Netball teams getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole college framework of behaviour for learning expectations; centralised behaviour systems; a weekly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.

Amy Grashoff
Headteacher
Newton Abbot College

Job Description

Post Title:	Cleaning Supervisor
School:	Newton Abbot College
Working Hours:	17.5 hours per week, 41 weeks a year, 15:15 – 18:45 Monday - Friday
Salary Grade:	Scale 3 Point 5-7 (£24,790 - £25,584 Full time equivalent salary pro rata per annum). Actual starting salary £10,603 pro rata per annum
Contract Type:	Permanent
Responsible to:	Estates and Facilities Manager

Role Description

- This post holder will work under the supervision of the Estates and Facilities Manager to ensure that a good quality, efficient and effective cleaning service is provided to the school.
- Duties will include working in and supervising a team of cleaners working in all types of rooms including offices, classrooms, laboratories, food technology rooms, showers, halls, toilets, workshops and corridors.
- The post holder needs to be pro-active and be able to manage their time to be able to do the supervisory role and clean an area.

Main duties as the Cover Co-ordinator

- To supervise a team of cleaners, preparing rotas and allocating site areas for specific cleaners to be responsible for cleaning.
- To arrange for cover during annual leave, sickness and periods when staff may be away from work.
- To ensure that all cleaners are adequately trained in relation to the use of equipment and health and safety including COSHH standards.
- To control stock levels of cleaning materials and place orders as required.
- To use cleaning materials and machinery when carrying out cleaning of own area.
- Cleaning of floors: vacuuming, washing, buffing, mopping, etc.
- Spot cleaning of spillages and other marks.
- Wiping furniture, ledges, pipes, paintwork, doors.
- Cleaning of internal glass on stairwells, doors, windows.
- Emptying and cleaning bins: waste and recycle bins.
- Cleaning toilet and showers including sanitary fittings and surrounds.
- Replenishing janitorial supplies in toilets.
- Checking and closing windows, switching off lights after work.
- Reporting defects to the premises, furniture and fittings, etc. to the Site Manager.
- Participation in and oversight of routine and deep cleaning during periods when the Trust is closed.
- This may include amongst other things washing carpets, high level dusting, wall washing, buffing and polishing floors, ledges, stairwells, etc.
- Setting a high standard of cleaning across the campus and managing those expectations.

Other duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements.
- To undertake any other additional duties not detailed above as required and as specified in the college Teachers' Pay and Conditions document, as long as they are commensurate with the level of the job.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Basic level of education	✓	
Have a basic IT literacy understanding		✓
Professional Experience and Knowledge		
Previous experience of supervising a team of employees effectively	✓	
Able to communicate clearly and follow instructions	✓	
Proven experience of commercial cleaning	✓	
Ability to use cleaning machinery, eg, buffing machine	✓	
Working knowledge of health and safety standards as applied to cleaning	✓	
Trained in the use of chemicals, vac assisted polishing machines and associated cleaning machinery	✓	
Previous experience of working as a cleaner in a school		✓
Personal Aptitudes, Qualities and Skills		
Work as part of a team and lead a team in an effective manner, holding team members to account whilst building positive working relationships	✓	
Highly motivated and enthusiastic	✓	
High expectations of self	✓	
High professional standards	✓	
Able to work safely and effectively on own initiative	✓	
Ability to work under pressure, prioritise and meet deadlines	✓	
Attentive to detail	✓	
Ability to demonstrate and promote good practice in line with the ethos of the College	✓	
Commitment to Equal Opportunities	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people		✓

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

Why work at Newton Abbot College? Because we look after our staff.



Fairy Godmother scheme – every member of staff has an anonymous fairy godmother who leaves them messages (cards and/or gifts).



Annual flu jab offered to all staff.



Annual diary/and or planner and staff handbook for all staff to aid planning and induction.



No am briefings after a late-night whole school event.



No after school meetings in the first and last week of each half term.



In-trust career development and leadership courses; support to access the NPQ suite of courses and progression opportunities within the college's leadership structures.



Centralised detention system for non-completion of homework and behaviour that does not meet expectations.



All teaching staff receive weekly incremental coaching as their personalised CPD to develop pedagogy; no whole school one-size-fits-all approach.



Staff social events each term and staff sport sessions/running club.



PowerPoint clicker, visualiser and timer for all teaching staff to facilitate lesson delivery.



Dedicated INSET days following exam and assessment windows to allow for marking, moderation and planning.



Regular safeguarding updates to empower & protect staff.



New staff buddy system: a buddy outside the department to catch up with for support.



Transparent meetings schedule and sacrosanct line management meetings to ensure consistency of experience.



Room 101 – regular opportunities to meet with the Headteacher and talk about things you'd like to change about the college.



Laptop and tablet for teaching staff to allow for administering of ClassCharts without interrupting use of PowerPoint/other software delivering the lesson.



Late start/early finish cards x 2 for every member of staff.



SLT & coaching team open door policy.



College calendar published at the year start detailing deadlines for advance notice.



Centralised department schemes of work and shared resources.



Three cover supervisors employed to minimise rarely cover.



Only three data drops a year per key stage, staggered to ensure drops are manageable and timely.



Cake (and fruit)-at-break Fridays.



Communication strategy that protects time outside of the school day by promoting a 7am-7pm email window, core working hours, individual working patterns and no-email days.



Numerous strategies to value staff contributions e.g. colleague of the month, thank you postcards, shout-outs.

Our mission is to provide all our students with the **best educational experience** we can. We are **driven** by having **high expectations & standards** in all we do; delivering **high quality lessons** that **inspire & engage**; **maximising opportunities & outcomes**; treating all individuals with **care & compassion**; and creating a strong **culture & college community**.