



**Position:** Facilities Supervisor (Cleaning and Lettings)

**Salary/Hours:** Single Status Grade 6 Point 14-15  
£25,993 - £26,409  
Full time (52 weeks per year)  
1.30pm - 9.30pm Monday -  
Thursday, 2pm - 9.30pm Friday

**Closing Date:** 12 noon Wednesday 25th June 2025  
Early applications are encouraged

**Interview Date:** Thursday 26th June 2025  
The Academy reserves the right to close the  
process early for a successful early candidate



Dear Candidate,

Thank you for your interest in joining our team at Bexhill Academy. We are a proudly inclusive and community-centred school, committed to delivering the very best for our young people. It is an exciting time to be part of our journey.

We are a large, thriving secondary school with around 1500 students, situated in the vibrant seaside town of Bexhill-on-Sea—home to the iconic De La Warr Pavilion and a rich cultural heritage. Our staff are hardworking, committed, and ambitious for every child. We work collaboratively and with real clarity of purpose: to provide an excellent education and a school experience that helps each student flourish.

In June 2025, we were judged ‘Good’ in all areas by Ofsted, a result that reflects the dedication and determination of our entire school community. We are proud of the progress we have made, and even more excited about what lies ahead.

Bexhill Academy is part of the Attwood Academies Trust, and through our partnership with the high-performing Mulberry Schools Trust, our staff and students benefit from outstanding professional development and a wide range of enrichment opportunities.

We value and prioritise staff wellbeing and support, offering a comprehensive Employee Assistance Programme, healthcare benefits, and a culture where individuals are seen and supported.

If you share our belief that education is about creating the best opportunities for all and if you are passionate about making a difference, we would be delighted to receive your application.

We look forward to welcoming you to Bexhill Academy.



Dr Craig Neal  
Headteacher

## Job Advert

We are looking for individuals with a passion for supporting our students and encouraging them to find a desire to learn and be the best that they can be.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact [recruitment@bexhillacademy.org](mailto:recruitment@bexhillacademy.org) for more information.

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to [recruitment@bexhillacademy.org](mailto:recruitment@bexhillacademy.org)

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

## Job Description

### Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

**Post:** Facilities Supervisor (Cleaning and lettings)

**Accountable to:** Facilities Manager

**Salary:** Single Status Grade 6 Point 14-15 £25,993 - £26,409

## **Principal Accountabilities:**

### **Cleaning**

- Undertake, supervise and oversee daily cleaning operations, delegate tasks, and provide guidance to contract cleaning supervisor
- Personally undertake a daily cleaning schedule, as well as monitoring the team of contract cleaners
- Conduct regular inspections to maintain high cleaning standards and identify areas for improvement
- Liaise and communicate regularly with the Facilities Manager, current cleaning supplier's area manager and site supervisor
- Develop and manage cleaning schedules, deep cleaning programmes
- Building and maintaining positive relationships with academy staff
- Develop and manage a small cleaning budget

### **Lettings/Out of hours events**

- Under the direction of the Commercial Manager/Lettings officer cover out of hours events, set up rooms, and ensure the site is ready for customers
- During the lettings period monitor activity ensuring lettings change over runs smoothly
- Secure facilities and site, ensure rooms are ready for Academy use for the next day once lettings have finished
- Manage access control for external lettings and visitors

### **Security**

- To be a key holder, ensuring all school premises and associated premises are secure, including the safe locking and unlocking of premises as required
- Monitor fire safety equipment, manage fire evacuation drills out of hours and operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors as appropriate
- Provide access to the school site for emergency vehicles
- Ensure the site security is maintained and escalate any issues or concerns to the Commercial Manager/Lettings officer/Facilities Manager

### **Health and Safety**

- Ensure adherence to health and safety regulations and provide a safe working environment for cleaning staff

- Report safety hazards and maintenance issues

## **Staffing:**

### **Staff Development: Recruitment / Deployment of Staff:**

- ☐ To take part in the academy's staff development programme
- ☐ To work as a member of a designated team and to contribute positively to the team ethos.

### **Quality Assurance:**

- ☐ To contribute to the quality assurance procedures and policies of the academy.

### **Management Information:**

- ☐ To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- ☐ To be responsible for developing and maintaining personal development records

### **Communications:**

- ☐ To communicate effectively with colleagues, the parents of students as appropriate
- ☐ Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- ☐ To follow agreed policies for communications in the academy

### **Management of Resources:**

- ☐ To contribute to the process of the ordering department supplies through the appropriate channel.

### **Other Specific Duties:**

- ☐ To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- ☐ To continue personal development as agreed
- ☐ To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

## Person Specification

Criteria	Essential	Desirable
<b>Education</b>	The ability to write to a good standard	
<b>Qualifications</b>	Educated to GCSE level	
<b>Experience</b>	Experience in cleaning and managing a cleaning team Working with children, young people Working as part of a team and as well as on your own initiative Customer service	
<b>Knowledge</b>	Knowledge of cleaning in an educational setting Basic health and safety knowledge Knowledge of COSHH regulations	

<b>Skills &amp; Abilities</b>	Good organisational skills Ability to prioritise Ability to communicate effectively at different levels Keep calm under pressure Ability to be assertive Good sense of humour Able to adapt to changing situations in a busy Academy	
<b>Personal Qualities</b>	Neat, tidy professional appearance Pleasant and friendly manner Customer focused Willingness to develop and attend training courses	
<b>Commitment and other requirements</b>	Flexible with working hours when require Safeguarding training (will be provided)	First aid at work

## Our School

### Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.



## Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.