



Bexhill Academy

Position: Senior Facilities Officer (Cleaning and Lettings)

Salary/Hours: Single Status Grade 7 Point 18-19
£27,829 - £28,486
Full time (52 weeks per year)
1:30pm – 9:30pm Monday - Thursday
2pm - 9:30pm Fridays

Closing Date: 12 noon Thursday 3rd July 2025
Early applications are encouraged

Interview Date: TBC
The Academy reserves the right to close the process early for a successful early candidate



Dear Candidate

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with approximately 1500 students currently on roll. Bexhill is seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race!

Working at Bexhill Academy, whether as support staff, an ECT, an experienced teacher or a leader, there is an opportunity for you to work with some passionate, hardworking and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenges to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a Healthcare Scheme.

We are partnered with Mulberry Multi Academy Trust in London which has excellent CPD opportunities so we encourage and support progression. There is so much on offer for you at Bexhill Academy.

If you are passionate about your career and what you can offer to Bexhill Academy, we would love to hear from you.

We look forward to meeting you,



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 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 for more information.

Please see our website 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

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: Senior Facilities Officer (Cleaning and lettings)

Accountable to: Facilities Manager

Salary: Single Status Grade 7 Point 18-19 £27,829 - £28,486

Principal Accountabilities:

Cleaning

- ☐ Undertake, manage and oversee daily cleaning operations, delegate tasks, and provide guidance to cleaning staff
- ☐ Undertake a daily cleaning schedule, as well as managing and monitoring the team of contract cleaners and/or line managing an in-house cleaning team
- ☐ Conduct regular inspections to maintain high cleaning standards and identify areas for improvement
- ☐ Implement training programs, mentor staff, and ensure they understand health and safety protocols
- ☐ 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, monitor staff attendance, and ensure efficient use of cleaning supplies and equipment
- ☐ Conduct performance reviews, provide constructive feedback, and address any performance issues
- ☐ 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

Health and Safety

- ☐ Ensure adherence to health and safety regulations and provide a safe working environment for cleaning staff
- ☐ Conduct regular safety briefings and toolbox talks
- ☐ 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
Education	The ability to write to a good standard	
Qualifications	Educated to GCSE level	

Experience	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	
Knowledge	Knowledge of cleaning in an educational setting Basic health and safety knowledge Knowledge of COSHH regulations	
Skills & Abilities	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	
Personal Qualities	Neat, tidy professional appearance Pleasant and friendly manner Customer focused Willingness to develop and attend training courses	
Commitment and other requirements	Flexible with working hours when required First aid at work Safeguarding training	

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.