

**CLEANING SUPERVISOR inc. some caretaking duties  
Alsager Highfields Community Primary School  
[AAAE 5001]**

**25 Hours per week ; 40 weeks per year**

**Morning shift: 7.30am to 10.30am**

**(Some flexibility may be available on the morning shift hours)**

**Afternoon/Evening shift: 3.30pm to 5.30pm**

**During holiday periods:**

**Between the hours of 08:00 – 16:00**

**Grade 3; Salary range scp 02- 04: £9.43 - £9.81 per hour**

**Responsible to: AMAT Assistant Estates Manager**

Thank you for your enquiry about the above post. This is a part time, permanent position based at Alsager Highfields Community Primary school, Fairview Ave, Alsager ST7 2NW, although there may be a requirement to work across Alsager Multi Academy Trust, which comprises of Weston Primary School and Alsager School.

Our cleaners form part of the Estates Team led by our Estates Manager. Across the MAT we employ 18 cleaners some part-time some full time, led by a Cleaning Supervisor. Cleaners are each allocated a designated area of the school to clean and must comply with COSHH and Health & Safety regulations. A full induction programme will be given and provides on-going training.

**Overall purpose of the job:**

Maintain the security of school premises and contents – Job Holder designated as the registered key holder.

Ensure that lighting and heating systems are maintained in good working condition.

Carry out cleaning of designated areas and monitor the cleaning carried out by contractors on a day to day basis.

Undertake cleaning duties and supervise cleaners to ensure that cleaning is carried out in accordance with the requirements of the school.

**Principal Responsibilities:**

<b>1.</b>	Receive delivery of supplies, furniture and parcels into the school; ensure correct distribution to the appropriate department/classroom/ teacher.
<b>2.</b>	Liaise with contractors and monitor work being carried out by them.
<b>3.</b>	Supervise cleaning staff, ensuring that they carry out the specified schedule of daily cleaning tasks as necessary to meet the requirements of the school.
<b>4.</b>	Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using, where appropriate powered equipment.
<b>5.</b>	Monitor the conditions of the school's sanitary provisions for both staff and pupils. Maintain supplies of materials and respond to problems arising from the improper use of facilities. Ensure safe storage and use of cleaning materials, in accordance with the requirements of COSHH.

<b>6</b>	Order basic cleaning materials within the limits set by the Line Manager to ensure that sufficient supplies are kept on site to carry out the required cleaning tasks.
<b>7.</b>	Check the heating installation daily during the heating season and ensure sufficient fuel supplies are maintained. Monitor and ensure the most economic use of water, gas, oil and electricity.
<b>8.</b>	Undertake general fire precautions and security tasks at the school; unlocking and locking the school premises, setting and disarming security and fire alarm systems and other security measures, etc.

Notwithstanding the detail in this outline, in accordance with the School's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

**In conclusion:**

Alsager MAT requires high standards from all employees. Staff work in supportive teams and the School is a rewarding, place to work. Alsager MAT is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

**How do I apply?**

If having read this information, you find the post appealing, we would like to hear from you. Application is by completion of the School's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Monday 4<sup>th</sup> October 2021**. Interview date tbc.

In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

If you complete an application electronically, you can return your application via email to Mrs. Owen at [recruitment@alsagerschool.org](mailto:recruitment@alsagerschool.org) *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.* All electronically submitted applications will be acknowledged.

Completed application forms should be returned to: Mrs. Ashley Owen  
H.R. Manager  
Alsager School  
Alsager ST7 2HR



It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you soon.

Yours sincerely,

Ashley Owen

Human Resources Manager

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

**PERSON SPECIFICATION**



**Job Title:** Cleaning Supervisor inc. caretaking duties

**Grade:** Grade 3;

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Ability to read and write and carry out basic calculations in order to read instructions, write messages and dilute chemicals. Basic English and Maths knowledge	
<b>Experience</b>	Working with minimum supervision	Previous domestic/industrial cleaning experience. Previous experience in a supervisory capacity
<b>Knowledge&amp; Skills</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• cleaning techniques,</li> <li>• cleaning materials,</li> <li>• electrical cleaning equipment</li> <li>• in order to clean interior of buildings to required standards, use/store materials and equipment safely.</li> </ul> <p>Able to lift and carry tools and other equipment and to store them safely.</p> <p>Ability to work on own and prioritise own workload.</p> <p>Good, effective communication and interpersonal skills.</p> <p>Commitment to team working.</p> <p>Commitment to safeguard and promote the welfare of children.</p>	Working knowledge of Health & Safety, COSHH and Safer Handling Guidelines and Council/School procedures. Risk Assessments
<b>Other requirements</b>	<p>Flexible approach to working arrangements in line with the duties of the post/ planning and scheduling of work</p> <p>To supervise on a day to day basis a group of staff, allocate their work, deal with immediate problems</p> <p>To maintain good, co-operative working relationships and ensure job gets done</p> <p>To have a full driving licence, business insurance and the use of your own vehicle.</p>	

## **APPOINTMENT OF: Cleaning Supervisor**

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### **TERMS & CONDITIONS OF SERVICE (NJC)**

#### Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

#### Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

5am to 7.30am and 5pm to 6.15pm Monday to Friday. Between 6am to 8am during school holiday periods. [To be confirmed due to the needs of the business].

#### Salary

£9.43 - £9.81 per hour (from 1<sup>st</sup> April 2020)

Salary is paid in arrears on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will only be made in respect of hours worked and will be paid by credit transfer directly into a Bank/Building Society account.

Alsager Multi Academy Trust's payslips are electronic and you will need to register on a portal. Details of how to access this site will be issued to your personal email address by our payroll provider when you take up your post.

#### Leave Entitlement

Paid statutory leave as lieu payments in accordance with the Working Time Regulations.

Any statutory leave taken in excess of your entitlement to the date of leaving will be repaid through an appropriate deduction from pay.

#### Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The Trust's notice varies according to the employee's length of service.

#### Pension Arrangements

The person appointed will have the opportunity to become a member of the Cheshire Pensions Scheme.

#### Sickness Leave & Pay

No entitlement to occupational sickness allowance.

#### No Smoking

Governors have approved a "No Smoking" policy for the Trust. Employees joining the Trust do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

#### Relatives within the Trust

Applicants must disclose on their application form details of any relative who is an employee of AMAT. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent an employee of the Trust giving a written reference about the applicant).

### Equal Opportunities Policy

AMAT is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

### Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

### Standards of Conduct

AMAT's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

### Safeguarding Children

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

### Employing people with a criminal record

AMAT aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

[http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

SFr/Cleaning Supervisor/September 2021