

# Evening Cleaning Supervisor

## Application Deadline: 22<sup>nd</sup> April 2025



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We believe that the success of a school lies in fostering high quality relationships between students, staff and the wider community and adherence to our values helps strengthen these relationships each and every day.

At Edgar Wood Academy, we work together to support every student to develop, both personally and academically. We aim to ensure that our students have the knowledge and skills to improve the communities that they live in, to enrich the society that they are part of and to make a positive contribution. As part of our Edgar Wood Promise, we have a curriculum which aims to secure outstanding progress, develop students' powerful knowledge and cultural capital, as well as their aspirations to be the best versions of themselves.

We are proud to be part of Altus Education Partnership Trust. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale.

In September 2022, students at Edgar Wood Academy were the first to experience our new building, and we are extremely lucky to benefit from its state-of-the-art facilities, designed to allow all students to flourish academically, culturally and artistically.

Our passion and commitment to ensuring our students' potential through high-quality teaching, in a safe and caring environment is key to the success of each and every student.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, willing to share, learn and keep abreast of current research. Enjoy working as a team and thrive on the challenge of working and contributing to the successful establishment of a school. Be someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink that reads "Paul Jones". The signature is written in a cursive, flowing style.

**Paul Jones**  
**Headteacher**

# Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com).

## Deadline

The deadline for the post is **22<sup>nd</sup> April 2025** to arrive no later than 12.00 midday.

Interviews are to be confirmed.

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid on support staff salary scale point 7 to 11.

Actual for term-time only plus 4 weeks and 15 hours per week is £9,880.55 - £10,531.30.

## Start Date

As soon as possible

For an Application Pack, contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

# Background Information

## Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

## Role Description:

<b>Job Title:</b>	Evening Cleaning Supervisor
<b>Reports to:</b>	Director of Operations
<b>Remuneration:</b>	School Support Pay Spine 7 – 11 Actual £9,880.55 - £10,531.30
<b>Contract:</b>	Term time plus 4 weeks, 15 hours per week 3:30pm – 6:30pm
<b>Start Date:</b>	As soon as possible

## Overall Purpose of the Post

Altus Education Partnership is seeking a dedicated and reliable Evening Cleaning Supervisor to join our team at Edgar Wood Academy. You will be responsible for maintaining high standards of cleanliness and hygiene throughout the school and for supervising the evening cleaning team to ensure a safe, clean, and welcoming environment for students, staff, and visitors. This is a hands-on supervisory role working as part of a supportive and committed facilities team.

## Key Duties

**In addition to the duties specified in the Cleaner job description, the Cleaning Supervisor will:**

- Supervise the evening cleaning team to ensure all allocated areas are cleaned to a consistently high standard.
- Monitor the quality of cleaning through daily checks, audits, and completion of quality control records.
- Support with cleaning tasks when necessary, including covering absences or undertaking remedial cleaning.
- Address and resolve issues related to routine and non-routine cleaning services promptly.
- Record and track additional hours worked by cleaning staff during school holidays.
- Monitor staff absences and holiday requests, escalating concerns where appropriate.
- Conduct or support return-to-work and wellbeing meetings with cleaning staff.
- Provide regular feedback to the Operations Director on staff performance and team standards.
- Ensure all cleaning equipment and products are used safely and in accordance with health and safety guidelines.
- Keep storage areas clean, organised, and compliant with COSHH regulations.
- Maintain adequate stock levels of cleaning materials and consumables, reporting shortages as required.
- Report damage, hazards, or any concerns that could impact cleaning tasks to the Premises Manager.
- Attend training as required to support safe, effective, and efficient delivery of the cleaning service.

## General Cleaning Responsibilities (as applicable)

- Safely operate cleaning equipment and use cleaning products in line with instructions.
- Clean, disinfect, and restock toilets, washrooms, and other shared facilities.
- Refill soap, toilet paper, paper towels, and other hygiene supplies.
- Maintain and monitor cleaning equipment to ensure it is safe and fit for use.
- Clean and sanitise surfaces, floors, and high-touch areas across the school.
- Respond to and clean up any spillages or hygiene incidents quickly and safely.

## **Personal Qualities and Requirements**

- Hardworking, reliable, and punctual with strong attention to detail.
- Able to lead a small team with confidence and build positive working relationships.
- Committed to maintaining high standards of cleanliness and hygiene.
- Comfortable working independently and using initiative.
- Good communication and organisational skills.
- Previous cleaning experience preferred; supervisory experience is desirable.
- Willingness to undertake relevant training, including health and safety and first aid if required.

## Person Specification

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
<b>QUALIFICATIONS AND EXPERIENCE</b>				
1	Appropriate knowledge of first aid or willing to train.	E	√	√
<b>SKILLS AND KNOWLEDGE</b>				
2	Experience of cleaning and using appropriate cleaning equipment.	E	√	√
3	Experience managing staff	E	√	√
4	Knowledge/understanding of Health & Safety including COSHH regulations.	E	√	√
5	Ability to stay calm and be patient and understanding when dealing with the students.	E	√	√
6	To be able to deal fairly and consistently when dealing with the students.	E	√	√
7	High degree of energy, resilience, and enthusiasm	E	√	√
8	Have excellent oral communication skills and a calm and confident manner	E	√	√
9	To be able to take charge of students if needed and maintain acceptable behavioural standards.	E	√	√
10	To be able to work as part of a team or work alone and use own initiative.	E	√	√
11	Able to maintain confidentiality.	E	√	√
12	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	√	√

# EDGAR WOOD

academy



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