

# Candidate Briefing Pack

## Facilities Cleaning Supervisor



Dear Applicant

This is an exciting opportunity to join one of the top schools for progress in the country.

George Eliot Academy is a rewarding and professionally stimulating place to work. We are a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our vision is “We aim for excellence and improved pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.”

If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

**How to apply-** See Application pack

**Our offer:**

- You will be working in an academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

**You will have:**

- Ability to lead, motivate and manage a team of cleaning staff.
- Skills in assigning tasks based on team members’ strengths and ensuring that work is completed efficiently.
- Experience in cleaning and maintenance.
- Organisational and time management skills.
- Have outstanding attendance and a can-do attitude.
- Works effectively as part of a team and actively supports the broader life of the school community

**Benefits of working for United Learning:**

- Access to a 24/7 confidential employee counselling and advice line.
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes.
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months’ service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months’ service).
- 1 day’s paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme.
- Car lease scheme.
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

We thank you for your interest in this role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being, we encourage you to apply.

George Eliot Academy is a part of United Learning, one of the country's leading multi-academy trusts. We serve more than 64,000 pupils and support around 10,000 staff in our schools, and we offer a growing range of additional services, including teacher training, professional development programmes, and a full curriculum package for schools. Everything that we do is geared towards improving life outcomes for young people. We also believe in offering our staff 'more pay, more time and more support'.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary  
Principal  
George Eliot Academy

## About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone' underpinned by our core values:

**AMBITION** – to achieve the best for ourselves and others.

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause.

**CREATIVITY** – to imagine possibilities and make them real.

**RESPECT** – for ourselves and others in all that we do.

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests.

**DETERMINATION** – to overcome obstacles and achieve success.

## **Our Framework for Excellence**

To achieve our mission, our schools prioritise five key principles:

### **‘THE BEST FROM EVERYONE’**

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

### **‘POWERFUL KNOWLEDGE’**

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject- based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

### **‘EDUCATION WITH CHARACTER’**

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead. We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

### **‘LEADERSHIP IN EVERY ROLE’**

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

### **‘CONTINUOUS IMPROVEMENT’**

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

### **Continuing Professional Development**

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and pupils alike.

## ***JOB DESCRIPTION***

<b>POST:</b>	<b>Facilities Cleaning Co-ordinator</b>
<b>ACCOUNTABLE TO:</b>	<b>Facilities Manager</b>
<b>WORKING HOURS:</b>	<b>6:30am – 2.30pm or 10.30am to 6.30pm (Term time only)</b>
<b>Salary:</b>	<b>FTE £24,000-£26,000p.a. (£20,709-22,435p.a. on pro rata basis)</b>

### **JOB PURPOSE:**

- To ensure that high standards of cleanliness are achieved and maintained throughout the academy, providing support to the facilities team in providing a first-class service to the academy

### **Duties and Responsibilities**

- Through the current cleaning contract specifications and schedules ensure that the appropriate cleaning and hygiene services are achieved
- Work in conjunction with the cleaning contractor to assess the current cleaning provision and audit /report on its current effectiveness
- Agree with the cleaning contractor on actions highlighted from audits, monitor improvement plans and review their effectiveness
- Attend contract review meetings when required
- Assist the contractor in the development and implementation of systems which can provide environmental improvements to the cleaning and waste management provision
- Undertake periodic audits of any quality management, health and safety systems used by the cleaning contractor and produce and monitor any action plans created.
- Assist in cleaning duties if required at times if additional cleaning is required.



- Liaise with and hold academy staff responsible if unacceptable housekeeping is encountered by the cleaning or facilities teams.
- Deputise for the Facilities manager and other site team members when required including building security.

#### **SPECIFIC INFORMATION:**

##### **Security**

The facilities Cleaning Co-ordinator is responsible to the Facilities Manager for carrying out unlock/lock up procedures at times designated by academy routines. S/he will ensure that the alarms are correctly set as required following correct academy procedures

##### **Appearance of academy**

The facilities Cleaning Co-ordinator will adhere to the routines established with the Facilities Manager to ensure that the outward appearance of the academy remains at a very high standard. Litter clearance and cleanliness play a very important role in the first impression formed by staff, visitors and parents. All litter, graffiti, debris or chewing gum must be removed from the site ASAP and to an agreed schedule.

##### **Health and Safety**

The facilities Cleaning Co-ordinator will assist the facilities manager in creating risk assessments and safe methods of work and that are reviewed. The facilities Cleaning Co-ordinator will hold the cleaning contractor accountable in the way in which they conduct their duties.

##### **Performance Management**

- To participate fully in the academy's Performance Management process
- Undertake any training as required.

##### **Knowledge, Skills & Experience**

- Keep up to date with developments relating to your role
- Review and maintain your own professional practice through agreed development activities
- Ensure statutory requirements are met
- Ensure a secure knowledge and understanding of all academy policies and procedures

##### **Personnel**

- Identify and support Continuing Professional Development (CPD) needs of others
- Communicate effectively to all members of the facilities team
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed
- Support the guidance, coaching and mentoring of staff

##### **Resources and Accommodation**

- Ensure accommodation is conducive to learning
- Ensure effective deployment of resources

- Report anything unsafe

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at United Learning has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously within the United Learning trust. All staff are expected to support this ethos.

July 2025

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post holder)

## How to Apply

Please complete an online application form explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Monday 28 July 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

To join our dedicated and talented team click apply or visit our careers page at <https://unitedlearning.org.uk/careers>

### Further information

To arrange an informal discussion regarding the role please email [enquiries@georgeeliotacademy.org.uk](mailto:enquiries@georgeeliotacademy.org.uk)