



## Now Recruiting: **School Cleaner Supervisor** (with cleaning responsibilities)

**Contract:** 25 hours / week (1:00pm-6:00pm Mon – Fri)

42 weeks / year 38 weeks term time + 20 days non term time

**Responsible to:** Site Manager

**Responsible for:** Cleaning Team

**Pay Grade:** Scale point 2 Point 4 £14,407.00 actual salary

**Closing Date:** 25.02.2024

(we reserve the right to close early should the right candidate be found)



## **Thank you for your interest in joining Casterton College Rutland.**

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either.

We don't have mock Ofsted's or subject focus weeks and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated as professionals and respected.

We are a single academy trust so there is no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive and our ethos is 'ability is not fixed,' because we believe that in the right circumstances

every child can do remarkable things. The challenge for us is to create the right circumstances.

You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't any of those things. We just do the ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one other.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

**Carl Smith**  
Principal



All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

## **Student Welfare**

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases.

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school is always paramount and school protocols are followed in full.





## Purpose of the role

To supervise a team of cleaners and undertake cleaning of the school in accordance with an agreed schedule and to a required standard to ensure students and staff have a comfortable, clean, safe and well maintained environment in which to work.

## Professional

- The capacity to work effectively and efficiently with our premises department is crucial. The successful candidate will share the college's vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of team, and a willingness to contribute to the wider life of Casterton College, Rutland.
- Maintain the highest standards of professional appearance, integrity and honesty
- Dress at work in accordance with the staff dress code Act as a role model to young people and other staff, including online
- Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture
- Attend meetings and training as required, including August training day
- Undertake any other duties or responsibilities as required by the Principal. This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post

## Main duties and responsibilities

- To supervise the cleaning team ensuring their work is completed to an agreed schedule and to a required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing relevant school personnel of any absences
- To ensure that all staff comply with Health and Safety Legislation, school policies and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Site Manager, to ensure the school and grounds to be safe and healthy places for the students, staff and other users to use
- To undertake emergency cleaning and other occasional cleaning as and when required, during normal hours
- To manage the stock levels of equipment and materials and to request orders as needed via the Premises Manager. To ensure all cleaning materials and equipment are safely maintained and stored
- To carry out appropriate training for new cleaners and organise on-going development of the cleaning team
- To obtain a current First Aid at Work certificate and provide first aid as required
- To undertake all cleaning duties as required
- To move furniture and other items of equipment as necessary to allow the effective performance of cleaning duties
- To ensure that windows and doors are closed and locked when leaving rooms
- To carry out such other tasks and duties as required appropriate to the grading of the post
- Ordering and maintaining stock lists of materials, and cleaning solutions.

## Additional Information

The post holder will work under the supervision of the Site Manager, to ensure a first class, efficient and effective cleaning service is provided at the School. Duties will include working as part of a team working in all types of rooms including offices, classrooms, laboratories, food technology rooms, showers, halls, toilets, workshops and corridors. Whilst taking on a supervisory role organising cleaning rota's, checking job sheets, ordering supplies, organising cover when required due to staff absence & any other duties deemed suitable relating to cleaning services within the school grounds.

Staff will be expected to undertake any training that the school management believes necessary and to attend staff meetings as required (to include training day in August) . Any hours worked beyond contracted hours are paid at the normal hourly rate claimed for separately.

Whilst cleaners are normally given a designated area to clean, this may be varied to meet the needs of the school.

This job description is not intended to be an absolute definition of responsibilities and duties as may arise in this post.

The annual clean is an in-depth clean and normally worked as follows but may be varied to suit the school:

- 1 week during school Easter holiday
- 2 weeks during school summer holiday
- 1 week during school Christmas holiday

Salaries are paid monthly in twelve equal instalments with any additional time being paid a month later (eg extra time worked in September will be paid in October)

## Benefits

Local Government Pension Scheme  
Discounted rates at our onsite Casterton Nursery  
Free tea and coffee  
Free parking

## How to apply

Only applications submitted on the College application form will be considered (available on our website [www.castertoncollege.com](http://www.castertoncollege.com)) along with a letter of application (no more than 2 sides of A4) and emailed to: Stephanie Shelton on [bells@castertoncollege.com](mailto:bells@castertoncollege.com)

Casterton College Rutland is committed to the protection and safety of its young people. And need for successful applicant to be DBS checked.

Casterton College Rutland is an equal opportunities employer