



Job Application Pack Cleaners & Cleaning Supervisor

Permanent, All Year Round

Cleaning Supervisor: 37 hours per week, Split Shifts, Grade 4,

Points 3- 5, £18,065 - £18,795 FTE

Cleaners: 10 hours per week, Grade 2, points 1 – 2,

£4,692 - £4,786 per annum

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance
Nottingham**

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Business Services



Maria Lysenko, Chief Operating Officer leads a high calibre of business services which are provided to the academies within the Trust as follows:

Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

Corporate Services

We understand the need to provide efficient corporate services to support effective communication and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We provide checking and advisory services for school censuses as well as a line management and development package for the Academy office staff.

Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance including the production of and managing the audit of the Trust Financial Statements. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements. This is underpinned with regular audits of health and safety records maintained at each academy as well as a line management development package for all site, cleaning and catering staff.

Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.

The Vacancy

As a valued member of Archway Learning Trust, the post of Cleaning Supervisor will work under the supervision of the Site Manager to ensure that a good quality, efficient and effective cleaning service is provided to the Trust.

Duties will largely be cleaning in all types of rooms including offices, classrooms, laboratories, food technology rooms, showers, halls, toilets, workshops and corridors. Some cross campus work will be expected.

The Cleaning Supervisor will supervise a small cleaning team ensuring daily and deep cleaning schedules are in place and adhered to. This will also involve doing regular audits and ongoing training to ensure the team work to the highest standards.

The Trust's Cleaning Team provides a comprehensive cleaning service across the Trust. Each site has a cleaning team which is led by a Cleaning Supervisor at each of the five Academies.

Cleaning takes place in the afternoons and evenings from 3:30pm onwards. Our cleaners are employed to work all year round as deep cleaning takes place during school closure periods.

The Cleaning Teams at Archway Learning Trust play an integral role in ensuring that the Trust provide a quality education to our students by providing clean, safe and healthy environments for our students to learn. The Trust also take the wellbeing of all our employees seriously, and ensure that a fully operational Cleaning Team is in place.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Whilst employed to work predominantly at the Nottingham Emmanuel School, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to recruitment@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing Date: 9am Friday 18th October 2019

Interview Date: Friday 25th October 2019



Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

Job Description

POST TITLE:	Cleaning Supervisor
SALARY:	GRADE 4, POINTS 3- 5, £18,065 - £18,795 FTE
RESPONSIBLE TO:	Site Manager Operations Business Partner

JOB PURPOSE

This post holder will work under the supervision of the Site Manager to ensure that a good quality, efficient and effective cleaning service is provided to the Trust.

Duties will include working in and supervising a team of cleaners working in all types of rooms including offices, classrooms, laboratories, food technology rooms, showers, halls, toilets, workshops and corridors. Some cross campus work may be expected.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- To supervise a team of cleaners, preparing rotas and allocating site areas for specific cleaners to be responsible for cleaning.
- To arrange for cover during annual leave and periods when staff may be away from work.
- To ensure that all cleaners are adequately trained in relation to the use of equipment and health and safety including COSHH standards.
- To control stock levels of cleaning materials and place orders as required.
- To ensure that all cleaning machinery complies with current health and safety legislation and required checks of machinery are carried out on a timely basis.
- To use cleaning materials and machinery when carrying out cleaning of own area.
- Cleaning of floors: vacuuming, washing, buffing, mopping, etc.
- Spot cleaning of spillages and other marks.

- Wiping furniture, ledges, pipes, paintwork, doors.
- Cleaning of internal glass on stairwells, doors, windows.
- Emptying and cleaning bins: waste and recycle bins.
- Cleaning toilet and showers including sanitary fittings and surrounds.
- Replenishing janitorial supplies in toilets.
- Checking and closing windows, switching off lights after work.
- Reporting defects to the premises, furniture and fittings, etc. to the Site Manager.
- Participation in and oversight of routine and deep cleaning during periods when the Trust is closed. This may include amongst other things washing carpets, high level dusting, wall washing, buffing and polishing floors, ledges, stairwells, etc.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION - CLEANING SUPERVISOR

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Able to communicate clearly and follow instructions.	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	*
EXPERIENCE		
Previous experience of working as a cleaner.	*	
Working knowledge of health and safety standards as applied to cleaning.		*
Previous experience of supervising a team of employees effectively.	*	
Trained in the use of chemicals, vac assisted polishing machines and associated cleaning machinery	*	
Experience of using advanced cleaning machinery (e.g. buffing machinery)	*	
PROFESSIONAL SKILLS		
Ability to prioritise work	*	
Ability to manage time effectively	*	
Be able to lift/ participate in lifting and handling heavy items and machinery e.g. moving furniture.	*	
PERSONAL QUALITIES		
Take pride in a job well done.	*	
Positive attitude	*	
Be flexible to the changing demands of the post.	*	
Work as part of a team and lead a team in an effective manner, holding team members to account whilst building positive working relationships.	*	
Initiative and the ability to work without supervision.	*	
Ability to communicate with a wide range of people effectively.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust.	*	
Enhanced DBS Check.	*	

Job Description

POST TITLE: Cleaner

GRADE: GRADE 2, POINTS 1 – 2, £4,692 - £4,786 PER ANNUM

RESPONSIBLE TO: Cleaning Supervisor

JOB PURPOSE

The post holder will work under the supervision of the Cleaning to ensure a good quality, efficient and effective cleaning service is provided at the Trust.

Duties will include working as part of a team of cleaners working in all types of rooms including offices, classrooms, laboratories, food technology rooms, showers, halls, toilets, workshops and corridors. Some cross campus work will be expected.

GENERAL RESPONSIBILITIES

10. Support the overall Christian ethos of the Trust.
11. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
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 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
12. Be aware of and support difference and ensure equal opportunities for all.
13. Contribute to the overall aims of the Trust and Academy Improvement Plans
14. To develop and implement own professional development and skills
15. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
16. To demonstrate an excellent record of attendance and punctuality.
17. Work cooperatively as part of the Trust wide staff team
18. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- To use cleaning materials and machinery when carrying out cleaning of own area.
- Cleaning of floors: vacuuming, washing, buffing, mopping, etc.
- Spot cleaning of spillages and other marks.
- Wiping furniture, ledges, pipes, paintwork, doors.
- Cleaning of internal glass on stairwells, doors, windows.
- Emptying and cleaning bins: waste and recycle bins.
- Cleaning toilet and showers including sanitary fittings and surrounds.
- Replenishing janitorial supplies in toilets.
- Checking and closing windows, switching off lights after work.
- Reporting defects and hazards to the Cleaning Supervisor.

- During periods when the Academy sites are closed to students, routine and deep cleaning. This may include amongst other things washing carpets, high level dusting, wall washing, buffing and polishing floors, ledges, stairwells, etc.
- Be responsible for locking and unlocking relevant areas of the Trust site buildings/rooms.

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DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION - CLEANER	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Able to communicate clearly and follow instructions.	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
EXPERIENCE		
Previous experience of working as a cleaner or an understanding of different cleaning methods and equipment.		*
Basic awareness of health and safety standards as applied to cleaning.	*	
Experience of using advanced cleaning machinery (e.g. buffing machinery) or willingness to train on equipment/machinery		*
PROFESSIONAL SKILLS		
Be able to lift/ participate in lifting and handling heavy items and machinery e.g. moving furniture.	*	
PERSONAL QUALITIES		
Take pride in a job well done.	*	
Have a positive attitude	*	
Be flexible to the changing demands of the post	*	
Work as part of a team	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy Trust.	*	
Satisfactory enhanced Disclosure and Barring Service Check.	*	

