

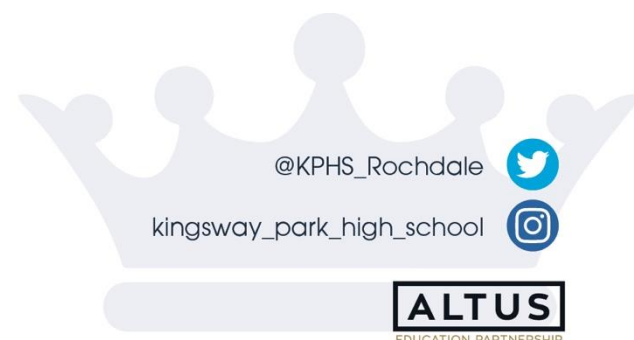


**Title:** Cleaning Supervisor

**Application deadline:** Monday 18 December, at 9 am

**Interview:** 21 December 2023

## Candidate Information Pack





Dear Applicant

We would like to extend a warm welcome to you in applying for the post of Cleaning Supervisor at Kingsway Park High School.

The school has recently undergone a period of transition and change in its Senior Leadership Team resulting in the appointment of a new Headteacher and other key roles. As part of the Altus Education Partnership, the mission and values that underpin the direction for our school are clear and form a key area of alignment that will be needed for the role. I would encourage you to review these alongside our statement of intent.

“We Co-operate, We Pioneer, We Belong” on our website, as they will tell you all that you need to know as to whether this school is the right place for you. This is so important that we are a right fit for you as much as you are for us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse comprehensive school. We provide an individualised curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need. We seek to nurture and develop the whole child not just ensuring each students academic potential, but also preparing them as a socially responsible citizen who can flourish in society and give back to their local community. We seek to remove those barriers of inequity that prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams. We also respect and recognise that success feels and looks different for each and every one of our students.

This school has soul and a true “family feel.” The staff here work relentlessly in the pursuit of excellence for this community and the students we serve.

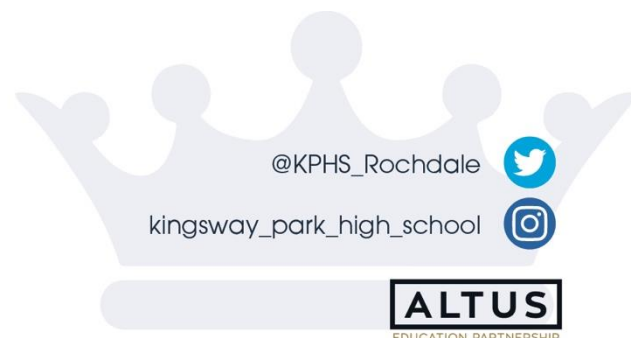
Our challenge is to continue to develop the schools culture and unique offer while improving aspirations, learning and achievement. This is not something that is possible for any one individual but requires a team of passionate, dedicated and committed staff, supported by a strong and principled senior leadership team. It is only through this collective responsibility and partnership working, that we can achieve a world-class learning experience for all.

If you are excited by what you have read and feel that you can support in elevating Kingsway Park High School, during its next stage of its journey, we look forward to receiving your application.

Yours sincerely



Mr Simon Ward - Headteacher





## Application

1. Complete the Altus Education Partnership application form
2. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is Monday 18 December 9am.

Interviews will be held on 21 December 2023

## Shortlisting

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

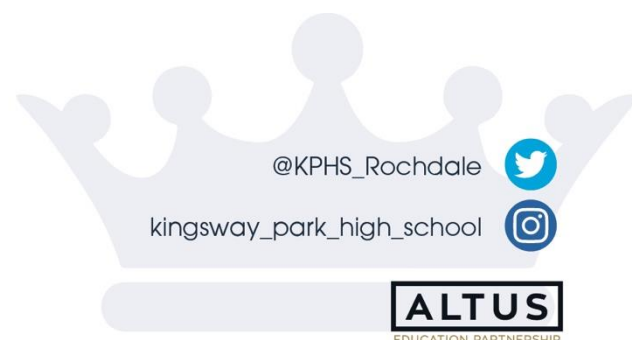
## For an Application Pack

1. Visit [www.kingswaypark.org](http://www.kingswaypark.org) or [www.altusep.com](http://www.altusep.com)
2. Telephone: 01706 716 761

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers Pension Scheme; our Employee Benefits Programme which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects





## Background Information

Kingsway Park High School was established in 2010 and joined the Altus Education Partnership in February 2022. We are now a very popular oversubscribed school (1350 students in years 7-11 and 190 staff) located in central Rochdale. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

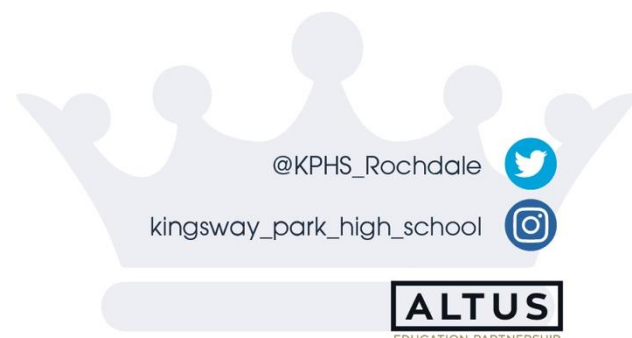
At Kingsway Park High School we strive to transform students' lives. Through our relationships, we endeavour to instil both resilience and an intrinsic motivation to become confident, creative and highly skilled students, capable of meeting tomorrow's challenges head on. We strive to establish a culture rooted in achievement and progress that encourages our students to grow academically, personally and socially; equipping them with the values of equality, fairness and openness. We pride ourselves on our relentless drive to achieve outstanding, high quality teaching that provides a safe, supportive and encouraging environment for all our students to be able to realise their academic potential in pursuit of educational excellence.

## Altus Education Partnership

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. 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 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders, teachers and support staff will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.





### Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

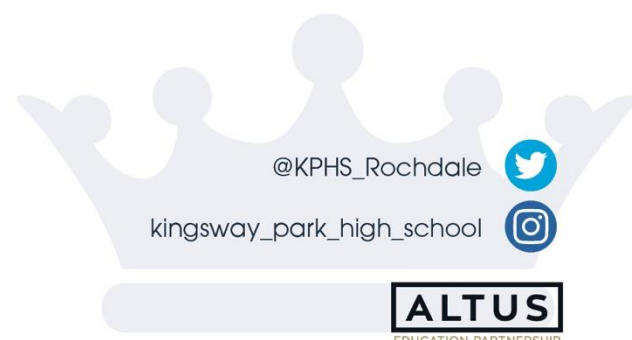
### The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

### Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.





## Job Description

<b>Job Title:</b>	Cleaning Supervisor
<b>Reports to:</b>	Trust Cleaning Manager
<b>Remuneration:</b>	School Support Pay Spine 7 – 11 Actual £15,637 – £16,722
<b>Contract:</b>	Term time plus 4 weeks, 25 hours per week
<b>Start Date:</b>	ASAP

## Key Duties and Overall Purpose of the Post

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

- Support the Estates Manager by acting as the 'hands on' lead and front-line supervisor for the cleaning team.
- Reporting to the Trust Cleaning Manager.
- Monitor the quality of work, carrying out audits and complete daily quality control sheets to ensure all areas are cleaned to a high standard.
- Provide cover and undertake remedial cleaning tasks as necessary.
- Respond in a timely manner to any issues with the delivery of routine and non-routine cleaning services.
- Support the Trust Cleaning Manager in the recording and tracking of the additional hour's cleaners are required to work during the school holidays. Monitor all absence including holidays.
- Ensure cleaning materials and equipment are operated in a safe and economic manner, and in accordance with their instructions for use.
- Ensure that cleaning equipment and designated storage areas are maintained in a clean, tidy and safe condition.
- Ensure adequate supplies of cleaning materials and other consumable items are available.

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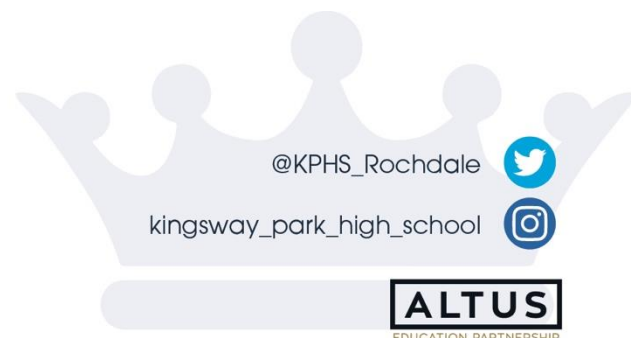
- Report to the Estates Manager any damage to school property, or potential hazards, or any issues that are likely to affect the task to be undertaken.
- Undertake training as necessary to maintain the requirements of the service.

### Cleaner Job Description

- To undertake general cleaning of the building including deep cleans and detailed cleaning tasks, including cleaning classrooms, corridors, and toilets.
- General housekeeping/health and safety checks.

### Responsibilities and Roles

- In the event of any spillages immediately clean and make safe the area.
- Ensure that students are always behaving appropriately in line with the schools' behaviour policy and deal with any inappropriate behaviour according to the behaviour policy.
- To engage with the students during lunch time, ensuring that it is a positive experience, promoting healthy eating and assisting any that may need additional support.
- Deal with any first aid incidents.
- Operate cleaning equipment and use designated chemicals and other cleaning products safely and in accordance with instructions.
- Refilling and restocking cleaning supplies and toiletries (handwash, toilet paper, paper towels).
- Ensuring sufficient supplies of cleaning products and equipment are ordered and maintained.
- Checking and maintaining of cleaning equipment to ensure they are fit for purpose.
- To make lunch times an enjoyable experience for all.
- Be a strong, positive role model for the students.





## 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	√	√
	Experience managing staff	E	√	√
3	Knowledge/understanding of Health & Safety including COSHH regulations.	E	√	√
4	Ability to stay calm and be patient and understanding when dealing with the students.	E	√	√
5	To be able to deal fairly and consistently when dealing with the students.	E	√	√
6	High degree of energy, resilience, and enthusiasm	E	√	√
7	Have excellent oral communication skills and a calm and confident manner	E	√	√
8	To be able to take charge of students if needed and maintain acceptable behavioural standards.	E	√	√
9	To be able to work as part of a team or work alone and use own initiative.	E	√	√
10	Able to maintain confidentiality.	E	√	√
11	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	√	√

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