



Cleaning Supervisor

INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of **Cleaning Supervisor** at Oasis Academy John Williams.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Form (CVs are not accepted) and return it to Claire Warren, HR Officer, by either of the following ways:

Email: [hr@oasisjohnwilliams.org](mailto:hr@oasisjohnwilliams.org)

Post: Oasis Academy John Williams  
Petherton Road  
Hengrove  
Bristol  
BS14 9BU

The closing deadline for applications is no later than **9.00am on Friday 5 July 2019**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing **8 July 2019**. If you have not been invited to attend by **11 July 2019** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website [www.oasisacademyjohnwilliams.org](http://www.oasisacademyjohnwilliams.org), or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Warren', is positioned above the printed name.

Claire Warren  
HR Officer

# Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A to D). CVs will not be accepted in place of a completed Application Form.

## Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

#### *For teaching posts*

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.**

## Cleaning Supervisor Job Description

Post:	Cleaner/ Supervisor – Fixed Term Contract until 31.08.2020	Salary:	Starting Salary :£17353 Per annum
Location:	Oasis Academy John Williams	Working Pattern:	Full Time Term Time plus 5 weeks  <b>37 hours per week – 44 weeks per year (Term time plus 5 weeks)</b>  <b>Breakdown of duties per week (approx)</b>  <b>30 hours of Cleaning</b> <b>7 hours Supervisory Responsibility</b> <b>Working hours:</b> <b>Monday to Friday</b> <b>5.30 am - 8.30 am</b> <b>3.00 pm - 7.00 pm</b> <b>Plus 30 minutes per day to be worked flexibly</b> <b>Monday to Thursday</b>
Disclosure Level:			Enhanced

### Job Purpose:

To ensure that the Cleaning Supervisor's designated areas are kept in a clean and hygienic condition.  
To supervise cleaning staff and ensure cleaning standards are maintained to a recognised standard.

### Responsible to:

- Facilities Manager
- Executive Assistant/HR Operations Manager

### Specific Responsibilities:

- To supervise and allocate fair cleaning areas to cleaning team and monitor cleaning standards throughout all areas of the Academy.
- To ensure that all cleaning staff have the necessary equipment and materials to enable them to effectively carry out their work.
- To organise and plan any deep clean periodic requirements and manage cleaning staff hours of work and monitor annual leave entitlement, including use of zero hours staff.
- To ensure that all rooms used by community lettings are cleaned prior to, and after use and to ensure that all rooms are prepared for the Academy day.

- To issue soap, toilet rolls, paper towels and such other items as required by the Academy.
- To liaise through the Site Manager of the Academy as necessary, over day-to-day requirements and standards and reporting problems to the appropriate officer.
- To ensure that all cleaning equipment and storage facilities are kept in a clean and safe manner and arrange for the repair and electrical testing of all cleaning equipment used by staff.
- To ensure that supplies of cleaning materials are sufficient
- To oversee correct usage of all cleaning products in line with the relevant COSHH regulations
- To line manage the Academy cleaning team, undertaking absence management and monitoring, Return to Work interviews, Performance Management reviews
- To ensure that all staff are trained and are aware of relevant Health and Safety considerations
- To clean in line with the Academy's generic cleaner's job specification. Cleaning duties are as follows:
  - Cleaning, washing and sweeping
  - Emptying of litter bins
  - Polishing and dusting, where appropriate
  - Using powered equipment (e.g. vacuum cleaners, polishers) where appropriate
  - Arrange high level and carpet cleaning as appropriate
- To complete any cleaning schedules as agreed or instructed by the Principal, Facilities Manager or Site Manager.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.
- The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility.**

## Person Specification

Cleaning Experience	<p>Knowledge and experience of using products and equipment used in cleaning.</p> <p>Practical ability in polishing, dusting, cleaning, washing and sweeping</p>	Previous working experience of industrial cleaning.
Communication	Proven ability to be able to converse positively with Caretaking/Site management and teaching staff of all levels.	Previous experience of working in a team
Flexibility	Able to adopt a flexible approach to the post	Skills/knowledge in other areas of work.
Equal Opportunities	Broad knowledge of Equal Opportunities	Knowledge of Equal Opportunities Policy
Health and Safety	Knowledge of Health and Safety in relation to cleaning and hygiene.	Attendance on Health and Safety courses and previous experience
Personal Qualities	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks</p> <p>Must be energetic, enthusiastic and flexible. Be in good health and attendance record. Have a sense of humour and a positive outlook on life.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with people</p> <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos.</p>	
Administrative	Basic knowledge of IT, Word, Excel, use of e-mail and to produce cleaning schedules, checklists, and to complete orders, performance management and absence records	