



**Eastbrook School**  
part of the Barking Abbey family



# **Non Cleaning Supervisor**

Primary and Secondary Phase  
(Whole School)



# Eastbrook School

Part of the Barking Abbey Family.

*'If a teacher makes  
the weather the  
school creates the  
climate.'*

Sir Tim Brighouse

## Welcome

For me there are three simple things that I want us to achieve

**First.** We believe in character education which is delivered through all schools. Through this we instil the key habits needed for young people to be successful in life. It also pushes us to be the best in everything we do. Across our schools we have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have pupils on international scholarships and much more. We have all of this because we push our pupils and each other to try hard and be our best each and every day.

**Second.** I believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

**Lastly,** we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

The quote from Sir Tim Brighouse symbolises our approach to leadership. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Eastbrook is part of the Barking Abbey family and in joining our community you will be part of a group that educates nearly 5000 pupils with over 400 staff. We are well regarded with a fantastic reputation due to our supportive culture for staff, inclusive environments for pupils and excellent academic achievements at all levels.

If you think the way that we do and absolutely believe in the potential of all young people, then we can offer you the chance to make a difference and change our community for the better.

I look forward to receiving your application.

Kind Regards

**Tony Roe**

**Executive Headteacher  
Barking Abbey and Eastbrook Schools**



# Eastbrook School

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## Welcome

Thank you for expressing an interest in applying to work with us.

At Eastbrook secondary phase, all pupils are given the opportunity and platform to work, study hard and achieve in all aspects of the curriculum, in and outside of the classroom. We believe that all pupils should demonstrate good character in all aspects of their life and our curriculum is built around our PROUD Habits, Principled, Resilient, Open, Understanding and Disciplined.

We are a School of Character which allows pupils to demonstrate these habits to offer a full and rounded educational experience.

We are fortunate to have a new school site, which offers some of the best teaching facilities in the area. Our science labs, art and photography classrooms, technology facilities, high spec music and drama facilities and equipment, and multiple sports halls and equipment are second to none. All of which give pupils the best platform for high quality teaching and learning, where teachers are able to teach and learners are able to learn.

We have three key aims for all pupils that attend Eastbrook School.

- For all pupils to strive for Excellence.
- For all pupils to feel that they Belong.
- For all pupils to have the platform to Succeed.

To achieve these aims we ask that all pupils are PROUD. PROUD of the work that they produce and the effort they put into their learning. PROUD of their achievements and that we have a culture of achievement where we celebrate the successes of others. And finally, but most importantly, that all pupils, staff and families are **Proud to be** part of the Eastbrook and Barking Abbey family and community.

Eastbrook is an evolving and improving school; if you see potential in all young people, and want to help harness and captivate the minds to eager and enthusiastic learners, we can offer you the chance to make a difference, and improve our school for the better.

So welcome, once again to Eastbrook School, and we look forward to joining us and contributing to a community that you are **Proud to be** part of.

King Regards

**Jamie Gibson**

**Eastbrook Secondary School Headteacher  
Barking Abbey and Eastbrook Schools**



# Eastbrook School

Part of the Barking Abbey Family.

## Welcome

Thank you for expressing an interest in applying to work with us.

We believe that a truly outstanding school is one that enables all children to achieve their best.

One where academic attainment is high and the academic progress of individuals is maximised. It is a place where all children acquire the character virtues that lead to success in school and university, in work and life beyond.

We are looking for an outstanding individual to join us on our journey to becoming just such a school.

All staff play a fundamental role in, helping pupils achieve academically whilst developing their character strengths. You will role model commitment, hard work and good character, and strive to exemplify our core virtues.

In return we commit to giving you the time, inspiration, support and coaching to flourish.

If this role matches your vision and you are excited by the possibility of joining our dynamic staff team, then we'd love to hear from you.

**Evan Hollows**

**Eastbrook Primary School Headteacher  
Barking Abbey and Eastbrook Schools**





# JOB INFORMATION

## **Cleaning Supervisor (Non-Cleaning)**

### **Morning and Afternoon Shifts Available**

### **Scale 4 (Pt 7-10 Pro Rata)**

### **Term time only**

**Would you like a job that makes a difference to the lives of Students in a school that is passionate about providing the very best opportunities for all?**

**Are you passionate about managing a team?**

**If so this could be the role for you...**

We are looking for a Cleaning Supervisor to work as part of our premises team across either Primary or Secondary who are fundamental to the daily smooth operation of the school.

The suitable candidate will:

- Be required to work Monday-Friday, Term time only with the flexibility to work additional hours if required
- Contracted hours are 15 or 20 hours per week working either morning or afternoon shifts
- Supervise day to day cleaning operation in the afternoons across both campuses including staff allocation
- Monitoring and auditing of staff and cleaning standards
- Have previous experience as a cleaning supervisor
- Must be willing to clean to cover staff absences if required

Induction training and on- going training and development opportunities

Eastbrook School celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.



# JOB DESCRIPTION

<b>Job Title</b>	<b>Non-Cleaning Supervisor</b>
<b>Grade</b>	<b>Scale 4 (Pt 7-10)</b>
<b>Department</b>	<b>Premises</b>
<b>Location</b>	<b>Both Campuses if required</b>
<b>Working Time</b>	<b>Term Time Only</b>
<b>Line Manager</b>	<b>Cleaning Manager /Operation Manager</b>
<b>Line Management of</b>	<b>Cleaning Supervisor</b>

## Duties and Responsibilities

### Purpose of the role

Whilst this role is primarily for oversight and management of cleaning there is a requirement to carry out cleaning duties when there is staff shortage or additional needs.

- To be responsible for the day to day supervision of cleaning staff on your designated campus for your designated shift
- To keep Line Manager informed of any problems on site
- Responsible for the unlocking (and where required locking) of buildings to undertake early morning or late evening cleaning activities if required as part of your shift, ensuring that buildings are cleaned to a high standard

### Key responsibilities

- Open the building and turn off alarms depending on your shift allocation, unlock internal doors (where required lock internal doors and building).
- Monitor and supervise the cleaning programme across your campus to a high standard
- To be the main point of contact for cleaners on your allocated campus
- To be a main point of contact for school staff making sure issues reported are followed up and resolved
- To provide training and support for all members of the cleaning team as required following the training plan provided by the cleaning manager or as a need arises
- To supervise the work of a team of cleaners on a particular campus
- To cover in the event of absence if and when required
- To ensure that the team carry out their work to the standards required by the school
- To regularly monitor and review cleaning standards advising line manager of any issues and concerns
- To order all cleaning materials required by members of the teams
- To oversee and monitor the proper use of materials and equipment to make sure they are used in a safe manner and kept secure
- Undertake completion of site inspection sheets and other documents such as time sheets
- Respond to client/customer queries and deal with complaints, referring more difficult/complex issues to the Cleaning Manager
- To carry out the various daily, weekly & periodic cleaning duties required under the service level agreement and follow the cleaning schedule as directed by your line manager
- To ensure you are aware of and comply with all school health & safety procedures and standards at all times e.g., COSHH, uniforms & PPE, Manual handling, Fire procedures



# JOB DESCRIPTION

- To follow school policies around security through the opening and locking of windows and doors
- To maintain a clean, safe & hygienic working environment at all times
- To achieve the relevant cleaning quality & productivity targets
- To actively participate in any team meetings & training as required by attending courses sharing your knowledge & experience with other team members
- To keep up to date with School events, activities and news through reading the weekly staff bulletin and attending or reading notes of the weekly staff briefing and making sure your team members are kept up to date
- To monitor the performance of staff and escalating any issues to the Cleaning Manager
- To monitor the work load and distribution of areas of work for members of the team making sure there is adequate cover at all times, escalating any issues to the Cleaning Manager
- To comply with any reasonable requests made by your Line Manager including working in areas other than those to which you are accustomed (Barking Abbey School Dual Campus)
- To always learn and demonstrate the Barking Abbey school behaviors to colleagues, customers, and pupils
- To be a positive and proactive member of the team

## General Accountabilities and Responsibilities

- To follow School policy and processes and adhere to expected professional standards and code of conduct
- To follow school's systems and processes for booking annual leave and reporting sickness absence
- Ensure the school is cleaned to appropriate standard, ensuring compliance to relevant training, safety and instruction given.
- Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
- Undertake a proactive, committed approach towards the School's Best Value ethos. • Ensure compliance with and actively promote the School and the School's Equality policy and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the School as relevant to the post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
- Take responsibility for continuing self-development and participate in training and development activities.
- At any time you may be asked to cover areas, or relocate to an alternative area to assist with the schools ever changing needs

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title		Date	



# Person Specification

<u>Job Title:</u> Non-Cleaning Supervisor	Essential	Desirable (not essential)	Method of Assessment
<b>1. Experience</b> <ul style="list-style-type: none"> <li>Previous cleaning experience</li> <li>Previous experience in a school environment</li> </ul>	✓ ✓	✓ ✓	Application Form Test/Task at Interview Interview
<b>1. Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Effective oral and written communications skills, to be able to complete simple forms, follow and understand instructions both verbally and in writing</li> <li>An awareness of health and safety.</li> </ul>	✓ ✓		Application Form Interview
<b>1. Equalities &amp; Diversity</b> <ul style="list-style-type: none"> <li>A commitment to the safeguarding and welfare of children.</li> <li>Commitment to Equal Opportunities and Diversity.</li> <li>Commitment to continuing professional development</li> </ul>	✓ ✓ ✓		Application Form Interview
<b>1. Attitude and Personal Qualities</b> <ul style="list-style-type: none"> <li>Willing to take ownership</li> <li>Good timekeeping</li> <li>Ability to start work in line with shift pattern and work flexibility</li> <li>Willingness to attend relevant job training</li> <li>Willingness to cover for absent colleagues work in an emergency</li> <li>Willingness to work at either campus</li> <li>Honesty and Integrity</li> <li>Able to work as part of a team</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application Form Test/Task at Interview Interview





# EXPECTATIONS OF STAFF

In addition to the specific requirements of the advertised role, all members of the teaching staff are expected to adhere to the areas outlined below:

## WHOLE SCHOOL

To promote the vision, culture and ethos of the school.

To deliver our skills-based and knowledge-rich curriculum to the highest standard, ensuring deep learning takes place and that students make excellent progress.

To help maintain excellent behaviour across the whole school.

To contribute to the effective working of the school.

## TEACHING AND LEARNING

To teach their specialist subject across the secondary key stages, and achieve the highest quality outcomes and standards of learning for all pupils.

Plan, prepare and teach engaging and effective lessons that motivate, inspire and develop students' skills, knowledge, character strengths and a love of learning.

Use regular assessments to set targets for students, monitor pupils' progress and respond accordingly to the results of such monitoring.

Develop and maintain high expectations of routines, behaviour and attainment for your classroom and the wider school.

Ensure that all students are on track to achieve at least nationally expected standards of attainment, and where this is not the case, intervene appropriately to address the identified gaps in learning.

Enrich the curriculum with regular school trips and visits that reinforce learning.

Maintain regular and productive communication with pupils, parents, carers and colleagues.

Implement and adhere to Eastbrook's Code of Conduct and safeguarding policies, ensuring the health and well-being of pupils is maintained at all times.

## ETHOS AND VALUES

Role model Eastbrook's PROUD values - Principled, Resilient, Open, Understanding and Disciplined

Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.

Help create a strong school community, characterised by excellent behaviour and caring, respectful relationships.

Help develop a culture and ethos that is committed to high academic achievement and the development of good character.

## OTHER

Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.

Undertake other various responsibilities as directed by the Headteacher.



# PERSONAL AND PROFESSIONAL QUALITIES

In addition to the specific requirements of the advertised role candidates will have:

An understanding of, and a commitment to, the vision and values of the school

An understanding of how to establish and instil consistently high standards of behaviour and a culture of high achievement in an inner city classroom.

The curiosity to question the status quo and to visit, read and learn from others.

A genuine belief in the potential of every child to be skilled, knowledgeable and virtuous.

An appreciation of the value of data to identify weaknesses and inform continual improvement.

The drive and perseverance to continually reflect, evaluate, improve and learn.

Integrity and a willingness to take personal responsibility for their own actions.

Excellent organisational skills and ability to work effectively and efficiently with others.

A strong ethos of service and the desire to work collaboratively with partner stakeholders, agencies and peers within and beyond the school.

## QUALIFICATIONS AND EXPERIENCE

See Job Specification for information

## OTHER

Commitment to equality of opportunity and the safeguarding and welfare of all pupils.



# VISION AND APPROACH

Eastbrook is a happy, purposeful place where young people and adults enjoy learning together. We have a clear vision for the school that is based on a broad understanding of what success looks like for our students.

Our vision is for Eastbrook to be a school where academic attainment is high and the academic progress of individuals is maximised; a place where all young people acquire the character virtues that lead to success in school and university, in work and life beyond.

To ensure this success we have developed an exacting curriculum that is skills-based and knowledge-rich; we offer an educational experience that stimulates an appetite for learning, and encourages and guides our students to achieve beyond their perceived potential. Alongside this we have defined five core character virtues that we particularly value and we pursue through explicit character education.

We take an inclusive approach that maintains a focus on the wellbeing and progress of every young person; we provide a safe place for learning through the application of our positive behaviour system; and we achieve better results by establishing a partnership between parents and teachers.

All the adults who work at the school are committed to this clear vision and are driven by our shared understanding of what success for our students looks like and how we achieve that success together.

To find out more about learning and teaching at Eastbrook, take a look at our website.

[www.eastbrookschool.org](http://www.eastbrookschool.org)



# OUR COMMITMENT TO YOUR DEVELOPMENT

At Eastbrook we know that investing in you is an investment in our students' success.

Week to week this means a programme of ongoing training that will introduce new ideas, challenge accepted practice and give opportunity for genuine involvement in moving teaching and learning forward. We provide the opportunity to reflect on your own and others' practice using cutting edge technology, and to do so as part of regular coaching sessions.

In addition, the school will support you in developing your specific talent and furthering your career.

Whether you are interested in developing an area of expertise or whether you are interested in developing as a leader, we will support you in identifying the appropriate course.

At present we have staff enrolled on a number of subject specific courses, from short courses linked to discrete curricular approaches to longer courses at Masters level.

At Eastbrook you will be encouraged and supported to find and pursue your own development path.





# RECRUITMENT TIMELINE

From 29 September 2023	Call or visit the school to find out more about us.
16 October 2023	Deadline for submission of application form (12.00pm).
18 October 2023	Candidates will be informed of the outcome of shortlisting .
20 October 2023	Interviews will be arranged after this date.





# SAFER RECRUITMENT

Eastbrook is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, our school follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail on request.

## DISCLOSURE

Eastbrook requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## APPLICATION

Complete the application form and send it by email to [Jobs@eastbrookschool.org](mailto:Jobs@eastbrookschool.org) or via TES

## SHORTLISTING

Only those candidates meeting the right criteria will be taken forward from application.

## INTERVIEW

Shortlisted candidates will take part in an interview process that includes teaching a lesson and an interview. We will be assessing all candidates on their commitment to our values as well as their teaching ability and experience. During interview, candidates may be asked to address any discrepancies, anomalies or gaps in their application form.

## REFERENCE CHECKING

As appropriate, references from your previous and current employer will be taken up following interview. Where necessary other previous employers may be contacted to gather further information.



# ENCOURAGING DIVERSITY

Eastbrook School is committed to eliminating discrimination and encouraging diversity amongst our employees. Barking and Dagenham is one of the most diverse London boroughs. Our aim is that our workforce is representative of the people that live in the borough and that each employee feels respected and able to give their best.

To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.



# SCHOOL INFORMATION

Eastbrook is an all-through school. The primary school was opened in September 2016 and is growing in size year on year. There are currently 130 pupils on roll and one class in every year group from Reception to Year Six.

The proportion of pupils who speak English as an additional language or come from minority ethnic groups is high.

The proportion of children who are eligible for the pupil premium is well above average. The pupil premium is additional funding given to schools for children in specific groups including those in the care of the local authority and those known to be eligible for free school meals.

Eastbrook is situated in the London Borough of Barking and Dagenham.

The nearest tube station is Dagenham East on the District Line.

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