



**Cleaning Team Supervisor**  
**Salary Band 4, SCP 3, £9,764 - £9,960 (actual salary)**  
**All Year Round**  
**Required for immediate start**

**October 2019**

**Recruitment Information Pack**  
Bradford Forster Academy  
Fenby Avenue, Bradford BD4 8RG

**HOPE**

**ENDURANCE**

**FORGIVENESS**

**TRUST**

## **Contents**

Welcome	3
Vision and Ethos	4
Application Process	5
Bradford Diocesan Academies Trust	6
Job Description	7 - 8
Person Specification	9 - 10
Advert	11

October 2019

Dear Colleague

### **Cleaning Team Supervisor**

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1<sup>st</sup> September 2015. The Academy started with year 7 students, working up to five year groups in 2019. The academy has recently been rated 'good' in all areas by Ofsted.

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There will be a strong emphasis on relationships between staff, students and parents; the Learning Guide will be the first point of contact with the family. The Christian ethos of the academy will support and encourage students and staff to explore their own and other faiths and develop their spiritual awareness. This will be integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply.

With all good wishes.

**Wendy Adeniji**  
**Principal, Bradford Forster Academy**

## Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.
- Establishing an outstanding Academy (Ofsted Grade 1) within 3 years of opening.

### Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

## **Application Process**

The closing date for all applications is **11.00am on Monday 4 November 2019**

Completed applications must be returned to Louise Wood at Bradford Forster Academy ideally by email to: [s.read@bradfordforsteracademy.co.uk](mailto:s.read@bradfordforsteracademy.co.uk)

Postal applications should be returned to Louise Wood, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

## Bradford Diocesan Academies Trust (BDAT)

### About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### Our growth

As of September 2017, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## Job Description

### **REPORTING TO: Premises Manager/Business Manager**

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

### **PRIME OBJECTIVE OF THE POST**

To assist in supervising the Academy's cleaning services. This will involve input into staff recruitment and training, material and machine selection, quality control and Health & Safety responsibilities.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES**

N/A

### **SUPERVISION AND GUIDANCE**

Responsible to the Premises Manager/Business Manager referring complex issues for guidance but expected to work with minimal supervision and be proactive.

### **RANGE OF DECISION TAKING**

Responsible for day to day decisions relating to the effectiveness of the cleaning provision

### **RANGE OF DUTIES**

To assist in ensuring that the cleaning service is meeting the operational targets set by the academy.

Liaise with Curriculum Leaders and Premises Manager with regards to:

- Ensuring complete customer satisfaction and maintaining quality levels
- Efficient monitoring of levels of service provided
- Additional and special cleans
- Staff holiday and sickness cover arrangements.

Assist with all aspects of administration including:

- Training (equipment and materials).
- Monitoring and up keeping personnel files, annual leave, sickness and training records etc.
- Completing and forwarding quality control record sheets to the Premises Manager, ensuring quality standards are met.

- Preparing and maintaining cleaning and work procedure lists including periodic work in conjunction with the Premises Manager.

Attending regular meetings with the Premises Manager.

Assisting in ensuring adequate supplies of cleaning materials and equipment is available to meet demands. Issues costed and under control within budget set.

Complying with the Health and Safety at Work Act in the following ways:

To be familiar with, and conform to, the Academy's Health and Safety Policies.

Observe all safety rules at all times.

To ensure all staff wear appropriate safety equipment and are trained in the correct and safe methods of using equipment and materials

Ensure that accidents and near misses are recorded in the Academy's accident book.

Report to the Premises Manager all hazards together with any suggestions to improve Health and Safety within the working environment.

Any other duties determined by the Premises Manager or Business Manager.

#### **Other Specific Duties:**

As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.

To participate in professional and personal development programmes as required, including training and performance review.

To appreciate and support the work of other professionals.

To undertake any other duties commensurate with the grade of the post.

#### **NOTE**

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



## Person Specification

### Post Title: Cleaning Team Supervisor

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Base</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of general education</li> </ul>		Application Form and Original certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous cleaning experience in a professional capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of cleaning in a school environment</li> <li>• Experience of carpet cleaning etc.</li> </ul>	Application Form Application Form
<b>Training</b>		<ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• COSHH</li> <li>• Working at Heights</li> </ul>	Application Form
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Correct use of materials and equipment and care in carrying out duties.</li> <li>• Abilities to understand oral instructions.</li> <li>• Responsible for day to day decisions relating to the effectiveness of the cleaning provision</li> <li>• Good understanding of Health and Safety regulations</li> <li>• Knowledge of basic stock control.</li> </ul>		Application Form & Interview Interview Interview
<b>Disposition and Adjustment</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Christian Ethos of the academy.</li> <li>• Ability to remain calm under pressure.</li> <li>• Flexible approach, dependable and loyal – ability to work with a wide range of people.</li> <li>• Willingness to undertake a diverse range of duties according to the demands on the team.</li> <li>• Able to work on own initiative with a commitment to maintaining school in safe, clean, tidy and hygienic condition</li> <li>• Maintain confidentiality in matters relating to</li> </ul>		Interview Interview Interview Interview Application form & Interview

	<p>the academy, its students, parents and carers.</p> <ul style="list-style-type: none"> <li>• Willing to undertake any relevant training and attend courses</li> </ul>		
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively in English.</li> <li>• Good written and numeracy skills</li> </ul>		Application & Interview
<b>Physical and Sensory</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability and Discrimination Act 1995.</li> <li>•</li> </ul>		Interview and reference
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to perform normal duties</li> <li>• Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave).</li> <li>• Legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• Job requires normal physical effort with occasional physical effort sometimes in awkward positions. Working in reasonable conditions, normally inside and at room temperature.</li> </ul> <p>As an equal rights employer we are committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment for any employee who develops a disabling condition.</p>		<p>Interview Application</p> <p>Proof of ID</p>

### **This Personnel Specification**

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

# CLEANING TEAM SUPERVISOR

**20 hours per week, all year round (Permanent)**

**Start Date:** Required as soon as possible

**Salary:** Band 4 SCP 3, £9,734 (actual) p.a.

**Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has 950 students on roll in years 7, 8, 9, 10 and 11 and will grow to 1050 in 2020. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are seeking to appoint a Cleaning Team Supervisor who will supervise our Cleaning Team and provide cleaning services to a professional standard. You will be required to clean and maintain the building delivering a range of cleaning services for the benefit of pupils, parents and staff.

A smart appearance is essential, with a uniform provided.

Previous experience of this type of work would be advantageous but ideally we are looking for someone with interest and a high degree of commitment to ensure a safe and healthy environment for staff, children and visitors to the academy.

## **The successful candidate will:**

- Have previous experience as a professional cleaner
- Have a good knowledge of health and safety procedures, including COSHH
- Be committed to the ethos and culture of Bradford Forster Academy

## **We can offer you:**

- An attractive, very well resourced working environment
- Effective and supportive colleagues
- Friendly and well behaved students
- Opportunities for personal and professional development

**Closing Date: 11:00am on Monday 4 November 2019**

For full details, and an application form with an information pack, please visit our

website: <http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).