



Job Application Pack

Cleaner Supervisor

Salary: Scale 2 (£18,562 to £18,933 pro-rata per annum - £8,881 to £9,059 actual per annum - £9.62 to £9.81 per hour)

Contract: Permanent, 20 hours a week, Monday to Thursday 3pm to 7pm & Friday 2pm to 6pm, term-time plus 2 weeks

Closing date: Monday 15th November 2021 at 9am



Letter from the Head of School

Welcome.

Thank you for expressing an interest in a vacancy here. On behalf of everyone here at Toot Hill School, I extend you a very warm welcome.

I am incredibly proud to be the Head of a vibrant and dynamic community school which has undergone a period of significant change during recent years and is now rapidly emerging as an 'amazing' local school; a school with exceedingly high standards and expectations and one which demands nothing but the best from every member of school community. At Toot Hill School, we look to innovate and become a national beacon of education.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development. Our staff and students work exceptionally hard to secure strong academic achievement but are equally passionate about their development outside the classroom as life-long learners and take part in a range of enriching experiences that compliment academic studies.

The local community see Toot Hill School as the school of choice for their children and we look to ensure this remains the case. We place a knowledge-rich curriculum at the heart of our school improvement plan and we strive to achieve social justice for all by making sure that every student receives their entitlement to access a broad and balanced education.

With a shared vision for staff, parents, carers and students, continual schedule of building development and a dedicated and committed staff team, the future is extremely bright for Toot Hill School. If you are encouraged to apply for this position, you will join our school at a very exciting stage of its development and will be provided with a range of opportunities to make a significant difference to the lives of our students and indeed our entire school community.

I do hope that this information encourages you to apply to join a talented team committed to success and look forward to receiving your application.

Chris Eardley
Head of School



Application Details

Thank you for your interest in this vacancy at Toot Hill School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.toothillschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description – Cleaner Supervisor

Key responsibilities

- To set and oversee the work of the cleaning team, undertaking general cleaning duties alongside colleagues.
- Facilitate regular team meetings with all cleaning staff.
- Work closely with the Site Team, regularly liaising with the head caretaker as required.
- To ensure a high standard of cleanliness and hygiene is retained through the school.
- Review practices and procedures to ensure an effective and efficient service.
- Work in conjunction with the Business Manager and Site Manager to ensure risk assessments are in place for tasks and hazardous substances.
- Ensure sufficient stocks of products are in place undertaken routine reviews of effectiveness and selection of appropriate products when required.
- Report to Site Manager any defects seen whilst carrying out your duties.

Key Tasks

- Develop and maintain cleaning logs, ensuring they are completed by the team.
- Support the team to maintain health and safety compliance.
- Be a named first aider, undertaking First Aid at Work qualification.
- Cleaners will be required to use electrical and mechanical equipment, floor polishers etc when necessary and after appropriate training.
- To use step ladders when necessary and with due regard to Health and Safety (only ladder trained personnel).
- Cleaning staff are required to use cleaning materials approved by the Site Manager only and in accordance with the manufacturers printed instructions and COSHH regulations.
- To be responsible for the care of all cleaning equipment assigned to them.
- To undertake cleaning duties in any area of the premises as required.
- To undertake other duties not included above but which fall within the nature of the role.
- Maintain stocks of cleaning products and equipment.
- To support the Business Manager and Site Manager with recruitment of new staff to the team.

Duties will include vacuuming, washroom cleaning, sweeping, mopping, dusting, window cleaning, emptying bins, wiping of furniture and occasional use of electrical cleaning machinery, i.e. buffing machine, scrubber dryer and carpet cleaner.



Generic Requirements:

- It is a requirement of all posts within the school that Health and Safety requirements are upheld in the performance of duties.
- Cleaning staff are required to wear protective clothing given to them whilst on duty and additionally should wear footwear suitable for work being carried out.
- All employees of the school are required to uphold the Equality and Diversity and the Trusts Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.



Person Specification – Cleaner

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relative COSHH training. 	
Experience	<ul style="list-style-type: none"> Experience of working as a cleaner. 	<ul style="list-style-type: none"> Previous supervisory experience
Skills / Knowledge	<ul style="list-style-type: none"> A good understanding of health and safety Excellent communication skills Ability to motivate others by example ICT skills using Microsoft applications 	<ul style="list-style-type: none"> Participate in school based meetings and training sessions when appropriate. Knowledge of the cleaning industry and previous training.
Personal Qualities	<ul style="list-style-type: none"> Ability to work well as part of a team and to provide assistance to others when required. Reliable and punctual. Ability to work independently and use your own initiative. 	<ul style="list-style-type: none"> Flexibility.



Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Ethos

Toot Hill School has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our pupils and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, pupils at Toot Hill School have an active and important role in developing and improving their school.

To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.



Achievement

At Toot Hill School we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Toot Hill provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Examination results provide a good indication of how well a school is serving its students. In the last three years, our GCSE outcomes of 5+ (A*-C) including English and Mathematics have placed us as one of the top performing schools both locally and nationally.

At Key Stage 5, Toot Hill College has an excellent track record with over 100% of students achieving A* to E. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges and employment.

Pastoral

At Toot Hill we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data, twice yearly parent consultation days and a Parents' Evening.

Students progress through Toot Hill School their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Toot Hill is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at grades A*-C including the English Baccalaureate subjects.

Toot Hill Sixth Form College offers a range of pathways for students to continue learning with us during Key Stage 5 (16 - 18 years). We pride ourselves on our A Level provision and promote the highest aspirations for all our students.

Extra-Curricular

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Toot Hill the after-school 'Extra' programme provides students with an impressive range of courses and sessions most nights of the week.

Opportunities include Ancient History, Science, Mathematics, Latin, Cooking, Critical Thinking and a comprehensive range of sporting activities including football, hockey, netball, rugby, cross country, tennis and athletics are also available. Toot Hill students regularly compete at county level and our sports teams have a strong tradition of success.

Students' extra-curricular achievements are recorded and celebrated through our Nova award scheme. This programme allows students to build up a portfolio of their achievements throughout their time at Toot Hill School; essential for successful applications to university, college or work.

Music is very much at the heart of Toot Hill School and we encourage students to take up or continue playing a musical instrument. There are regular concerts and workshops where students can demonstrate and develop their performance skills.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2014 our students performed West Side Story to a packed audience at the Newark Palace Theatre. This year we are performing Little Shop of Horrors in February.

In addition there are regular opportunities to travel including a Year 8 residential and international educational visits. In recent years Toot Hill students have travelled to France, Germany and Africa.



Student Voice

Student voice is active within the school with each year group choosing student representatives that meet through year councils and the college running a student's union format.

There are additional opportunities for students to be leaders through the Ambassador and Diplomat Program and all subjects have student representatives.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

A new structure is being introduced next year with the college student's union and committee format being adopted across the school to ensure greater participation and encourage student responsibility and independence.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.