



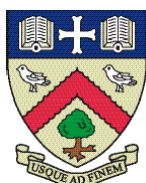
Cleaning Supervisor Candidate Information

October 2021



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Piers Cardon, Site Manager ptc@bournside.gloucs.sch.uk I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 3pm Thursday 28th October 2021.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



Cleaning Supervisor

Start date: 1st November 2021

Salary: Grade F8 £10,193 pro rate (£20,493 FTE)

Contract: 20 hours per week, 42 weeks per year, permanent

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a cleaning supervisor to lead our cleaning team on a day to day basis ensuring that cleaning duties are carried out throughout the School in an effective and efficient way to meet required standards.



Empowering lives through learning

**Applications by:
3pm 28 October 2021**

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Cleaning Supervisor

Post title: Cleaning Supervisor

Responsible to: Site Manager

Hours per week: 20 hours per week

Working days and hour: Monday to Friday, 4 hours a day

Working Weeks: 42 weeks per year

Contract Type: Permanent

Salary: Grade F8 £10,193 pro rata (£20,493 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To provide a high quality cleaning and supervisory service across the whole school site.
- To provide an efficient and timely cleaning service across Bournside School.
- To strive to achieve the high standards of work ethic and work quality that is expected when part of the Bournside Team.

Specific responsibilities

- Supervising cleaning & domestic staff on a day to day basis and ensuring that cleaning duties are carried out throughout the School in an effective and efficient way to meet required standards.
- Ensuring that cleaning & domestic staff adhere to School policies and legislation regarding cleaning, hygiene and health and safety.
- Training the cleaning & domestic staff to provide the highest possible standards of cleaning in all areas of the School, including boarding accommodation.
- Escorting cleaning/domestic contractors on site such as floor mats and sanitary bin contractors.
- Ensure all cleaning and domestic areas are suitably covered in the event of staff absences.
- Supervising staff returning to work after absences and completing required Return to Work Forms.
- Assist in producing termly duty rotas for evening and weekend events.
- Planning, supervising and participating in deep cleaning schedules during the school holidays.
- Assisting the Operations Manager in developing cleaning programmes throughout the School.
- Issuing cleaning supplies throughout the School.
- Supervising and controlling usage and carrying out routine stock checks.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Cleaning Supervisor

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Commitment to complete relevant training • Previous supervisory experience. • Basic COSHH training. • Manual handling training. • Health & safety at work training 	<ul style="list-style-type: none"> • Safeguarding training.
Experience, understanding, and knowledge	<ul style="list-style-type: none"> • Have cleaning experience. • Knowledge of cleaning systems • Have high standards of work. • Willing to undertake trainings courses that are relevant to the post and that are required for health & safety purposes. • Ability to identify and continuously monitor levels of attention to detail within a team. • Intermediate skills set in Work, Excel and Outlook. • Ability to organise rotas. • Work with in set cleaning budget and be in control of the budget to ensure that there is no overspend. • Ability to motivate staff. • Proven organisational skills. 	<ul style="list-style-type: none"> • Experience of working in an education environment
Personal qualities	<ul style="list-style-type: none"> • Able to adopt a proactive approach to cleaning. • Ability to work effectively within a team environment. • Ability to build effective working relationships with all colleagues. • Ability to promote a positive ethos and work ethic. • Ability to delegate duties. 	<ul style="list-style-type: none"> • Be willing to undertake a variety of duties when necessary



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's fitness suite
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre is open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, paternity, parental, and adoption leave
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

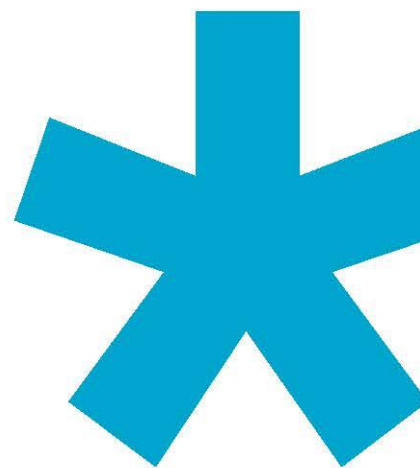
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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