



BICESTER LEARNING ACADEMY

APPOINTMENT OF Cleaning Supervisor





BICESTER LEARNING ACADEMY

Bicester Learning Academy is a multi-academy trust currently comprising The Cooper School and Glory Farm Primary School. The ambitions for the schools are high: that we should provide to all our students a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standards that reflect their full ability. This reflects our ethos as schools which serve its community and will not alter by becoming an academy.

THE COOPER SCHOOL Executive Headteacher- Mr Ben Baxter

Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives and House-based teamwork and co-operation.

Schemes exist not simply for students to help each other with reading or tutor each other for GCSE success but also to contribute to the wider community



Break and lunchtimes can often see the school courtyard filled with stalls selling cakes as fundraisers for chosen charities, stemming from issues that matter to the students themselves, for example.

We are a successful and oversubscribed school with over 1,300 students on roll, including a thriving, oversubscribed sixth form with a stunning £4.5 million Post 16 centre. We were rated as Outstanding by OFSTED in 2011 and Good in 2013 under the new framework.

In 2016 The Cooper School celebrated another good set of A-level results since changing status to become an 11-18 school in September 2011, with 68% of students achieving A*-C grades. At GCSE 66% of students achieved A*-C grades in English and Maths.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. We offer full NQT, Middle Leader, good to outstanding, Key Stage 5 and new technologies development groups which allow staff to build skills in-house. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.

This is an immensely exciting time to join us, if we sound the right school for you. We have many opportunities ahead with the growth of Bicester and the potential for growth of the multi-academy trust in the near future. Most of all, however, it's an exciting place because we never stop working at getting better and better at what we do for our students. If we could be for you, we welcome your application to join us.



GLORY FARM PRIMARY SCHOOL

Headteacher - Mr Ian Elkington

Glory Farm is an extraordinary school, where adults and children work together in a warm, exciting and stimulating environment. Pupils aged between four and eleven from our richly mixed catchment area are taught in mixed ability classes, working under the care and guidance of their own class teacher. We are proud of our learning environment, the equipment and facilities we offer, and the way in which the children use, enjoy and respect them.

Aims and Values

Our core aim is to help children to develop their full potential for the benefit of themselves and the rest of society.

At Glory Farm School we aim to support our children to:

- Spend each day together in learning, laughter and love.
- Develop their powers of reasoning and logical thought.



- Encourage them to make an unselfish, but rewarding contribution to the society in which they live and work, and to value the contributions of others.
- Promote the skills and knowledge of science and technology in an ever changing world.
- Stimulate their curiosity and imagination, and thereby foster creative expression.
- Help them to know, appreciate and respect their environment in relation to the school, the local community and the wider world.
- Assist them in learning to control their movement and to achieve mastery over themselves in all situations.
- Promote their spiritual, moral and cultural development to prepare them for the opportunities, responsibilities and experiences of adult life.



We believe that every child can achieve personal excellence- our task is to ensure that they all do. Our teaching acknowledges that every child is an individual by including whole class work, small group, individual and independent study. We aim to provide children with an education which equips them to take a full, active and confident part in society, while developing personal and social skills through learning and enjoying a broad range of subjects.



THE VACANCY

Bicester Learning Academy is seeking to appoint a **Cleaning Supervisor** to work across all Bicester Learning Academy sites.

The working hours for this position are 31 hours per week for 44 weeks a year (term time only plus INSET days and 5 weeks during school holidays). The shift is split across the day as follows:-

Monday, Tuesday, Thursday and Friday
7am-9am then 3pm-7pm

Wednesday
7am-9am then 2pm-7pm

Flexibility of working hours is required during school holiday periods due to site opening hours.

The starting salary for this position is £16,781 pro rata per annum (£13,559 per annum for the contracted hours).

The successful candidate will need to have:

- Experience as a cleaner.
- Supervisory experience, having monitored and checked the work of other staff, and provided training or guidance to other more junior staff.
- Strong basic knowledge, ideally supported by training, in Health and Safety such as COSHH, and in manual handling good practice.
- Excellent communication and interpersonal skills.
- Previous knowledge of working with cleaning chemicals and cleaning equipment.
- The ability to encourage and motivate a diverse cleaning team.
- Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations.
- Ability to demonstrate a calm approach and professional attitude under pressure.

- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers.
- A commitment to safeguarding children
- A successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.

Further details and an application form are available on the Academy website:

www.bicesterlearningacademy.co.uk

Alternatively please contact Human Resources:
Tel: (01869) 362697
Email: recruitment@thecooperschool.co.uk

**Closing date for receipt of applications:
Tuesday 23rd May 2017 at 4pm**

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description for:	Cleaning Supervisor
Grade:	5
Working hours per week:	31 hours per week.
Working weeks per year:	44 weeks per year
Permanent/Temporary:	Permanent.
Principle place(s) of work:	The post-holder will be expected to work flexibly across the Bicester Learning Academy sites.
Immediate line manager:	Senior Operations Manager
Staff managed:	All cleaning staff across the Bicester Learning Academy.
Job Purpose:	To ensure a clean internal environment of the school premises to support the professional delivery of the curriculum.

1. Main Duties and Responsibilities

- Take responsibility for overseeing the cleaning of prescribed areas within the Bicester Learning Academy, monitoring performance and checking that cleaning duties have been carried out to a high standard.
- To assist the Senior Operations Manager with the development of cleaning specifications across the Bicester Learning Academy.
- In conjunction with the Senior Operations Manager achieve fair distribution of duties which may include redeploying cleaners where necessary depending on the requirements of the Bicester Learning Academy.
- Monitor and complete accurate registration of attendance and the rescheduling of cleaning staff to cover absences.
- To lead and manage all staff during holiday periods undertaking a planned programme of cleaning most notably during school holiday periods.
- Take responsibility for making cleaners aware of and familiar with the correct use of all cleaning equipment and materials, especially where chemicals and hazardous substances are in use (COSHH).
- Promote health and safety within the team and raise awareness amongst staff of appropriate Health and Safety Regulations.



Main Duties and Responsibilities continued

- Be responsible for a cleaning budget, ensuring a timely re-ordering of cleaning stock and looking at best value for the Bicester Learning Academy.
- To be responsible for the maintenance of cleaning equipment across the Bicester Learning Academy sites, organising repairs as is necessary and ordering new equipment as required.
- To be involved with the recruitment of cleaning staff across the Bicester Learning Academy.
- Undertake training of new and current staff in safe cleaning practices.
Organise training in conjunction with the Senior Operations Manager on inset days for all cleaners including the training on cleaning equipment.
- To undertake Performance Reviews for all cleaners.
- Notify the Estate Supervisor of any building defects which are highlighted as a result of cleaning taking place across the Bicester Learning Academy.

2. Additional duties

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

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Person Specification

	Essential Criteria	Desirable Criteria
Qualifications & Experience	<ul style="list-style-type: none"> • Experience as a cleaner. • Supervisory experience, having monitored and checked the work of other staff, and provided training or guidance to other more junior staff. • Strong basic knowledge, ideally supported by training, in Health and Safety Such as COSHH, and in manual handling good practice. 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment in the role of a Cleaning Supervisor
Relevant Knowledge & Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Previous knowledge of working with cleaning chemicals and cleaning equipment. • The ability to encourage and motivate a diverse cleaning team. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations. • Ability to demonstrate a calm approach and professional attitude under pressure. • Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers. 	
Other	<ul style="list-style-type: none"> • An awareness of responsibilities for health and safety of themselves and others. • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. • A commitment to safeguarding children. 	



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.


Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

Email: recruitment@thecooperschool.co.uk

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS



	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention


Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.

	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.