BRANDON
Primary Academy



Cleaning Supervisor

Start Date: ASAP

Believe and Achieve

Welcome from the **Headteacher**

On behalf of pupils, staff and governors of the school I would like to warmly welcome you to our happy friendly school. Brandon Primary Academy is an exciting place to learn! We have enthusiastic, talented and hardworking children, who are supported in their learning by an outstanding staff team, dedicated governors and supportive parents.

Our values of Believe, Achieve, Succeed and Inspire, permeate the life of our school. Staff, pupils, governors and parents work and learn together, sharing a common understanding that 'Your Child is Our Child' and a common aim for all our children to be the best they can be, in our journey towards developing the best adults for the future.

I am extremely proud to lead a team that is committed to providing the very best opportunities for the children who attend Brandon Primary Academy. Staff work hard to deliver a rich and challenging curriculum, to prepare children for future education; and to help them acquire the knowledge, skills and enthusiasm needed to pursue learning for the rest of their lives.

I look forward to welcoming you to our school and to a happy and successful partnership with all our new children and families.

Chris Baines
Executive Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The **Role**

An exciting opportunity has arisen within the cleaning team at Brandon Primary Academy. We are looking to appoint a positive, motivated member of staff to join our team and support us in maintaining a clean, safe and healthy learning environment for our students.

As a Cleaning Supervisor your focus will be on supervising the cleaning team and the provision of resources. You will assist in providing a clean and safe environment for the pupils and the staff.

The **Person**

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment,
- Exhibits excellent people management skills.
- Attentive to detail and thoroughness in cleaning tasks.
- Ability to work independently or as part of a team to complete cleaning assignments.

Job **Description**

JOB TITLE	Cleaning Supervisor
CONTRACT TYPE	Permanent, Whole Time
ACCOUNTABLE TO	Senior Leadership Team
GRADE	Grade 2, SCP 3-4
SALARY	Actual- £15,230.02 - £15,468.99
HOURS	22 hours per week
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

CAREER STAGE **RESPONSIBILITIES**

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager;
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

RESPONSIBILITIES FOR ALL CLEANING SUPERVISORS

- To supervise and support the work of the cleaners.
- Lock/unlock school buildings and areas when required as a designated keyholder, ensuring the site is accessible when needed and secured correctly, following appropriate procedures, when not in use.
- Assist in providing a clean, safe environment.
- Ensure all waste bins are emptied, and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- Clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- Clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damage or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc.
- Ensure wet floor Health and Safety hazards signs are used when required to ensure wellbeing of staff/students is maintained.
- Use floor scrubbing machines when required, following correct operating procedures to ensure personal and other safety and wellbeing.
- Assist in the whole school clean during school closure as per the school cleaning programme.
- Check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person **Specification**

		Essential	Desirable
APPLICATION	Fully supported in references.	*	
	Fully completed application form which details previous experience and provides further information about relevant experience and skills.	*	
QUALIFICATIONS AND EXPERIENCE	Willingness to undergo training relevant to the post.	*	
	Manual handling training.		*
	COSHH training.		*
	Working as part of a team.	*	
	Competence in carrying out general cleaning tasks.	*	
	Awareness of health and safety issues.	*	
	Working in a school setting / environment.		*
KNOWLEDGE, SKILLS AND ABILITIES	Able to work in a busy and demanding environment.	*	
	Be articulate and able to converse confidently in a pleasant and professional manner.	*	
	The ability to communicate both orally and in writing.	*	
	Be prepared to undertake training in health and safety, safeguarding, fire procedures and all other relevant legislations.	*	
	Flexible approach to work.	*	
	Ability to be punctual.	*	
	The ability to solve problems logically.	*	
	The ability to work as an effective member of a team.	*	
	Ability to prioritise and the flexibility to adapt where necessary.		*
	Commitment to the school and the ability to cope well with change.		*
PERSONAL ATTRIBUTES	Self-motivated.	*	
	Smart appearance.	*	
	Positive approach to the benefits of play	*	
	Positive attitude and enthusiastic approach.	*	
	The ability to enhance play through planning in the moment.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application **Guidance**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 23rd November 2026 addressed to:**

Brandon Primary Academy
Carr Avenue
Brandon
Durham
DH7 8NL

or by e-mail to the school office, **admin@brandonprimaryschool.co.uk**

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate **Guidance**

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. Section 226. KCSIE 2025.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.