



BARKING ABBEY SCHOOL

CLEANING MANAGER

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBAY

SUCCEED
SCHOOL

www.barkingabbeysschool.co.uk



GIVE
AND
EXPECT
THE
BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Cleaning Manager.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Friday 27th September 2024

Interviews week commencing TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Cleaning Manager

All Year Round

35 hours per week, 7 hours per day to be flexible to meet operational needs of the school. Some shift working required. Usually 7-hour shifts (with an hours unpaid lunch break) between 05:30am-06:30pm

Scale: P01 Point 27-30

Are you passionate about cleaning and able to lead and develop staff?

Do you have industry experience and want to make a real difference?

Are you looking for a role that is highly rewarding and where no one day is ever the same?

We are looking for a Professional, motivated individual who has experience within cleaning and operations to lead, develop and manage cleaning across the school.

This is a new role developed in school to recognise and further support developments to our cleaning provision which was brought back in house in June 2022 to build on and embed on the substantial improvements already made.

You will lead a team of cleaners (currently 30) across two School campuses, monitoring, and maintaining cleaning provision making sure that there is consistency in all school buildings and that the highest professional and cleanliness standards are maintained.

The ideal person will have:

- Strong leadership and management skills.
- An eye for detail and be passionate about making a difference.
- Extensive industry experience.
- Outstanding communication skills.
- A Flexible attitude & Hands on approach.
- A Strong focus on customer care.
- The skills to resolve customer queries and complaints.
- Be able to train, develop and coach colleagues.
- Be able to plan, supervise and undertake cleaning Audits and put plans in place to rectify underperformance.
- Good Computer literacy – Good IT Skills.

We can offer you:

- A competitive salary and benefits scheme.
- Ongoing training & support.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London

Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

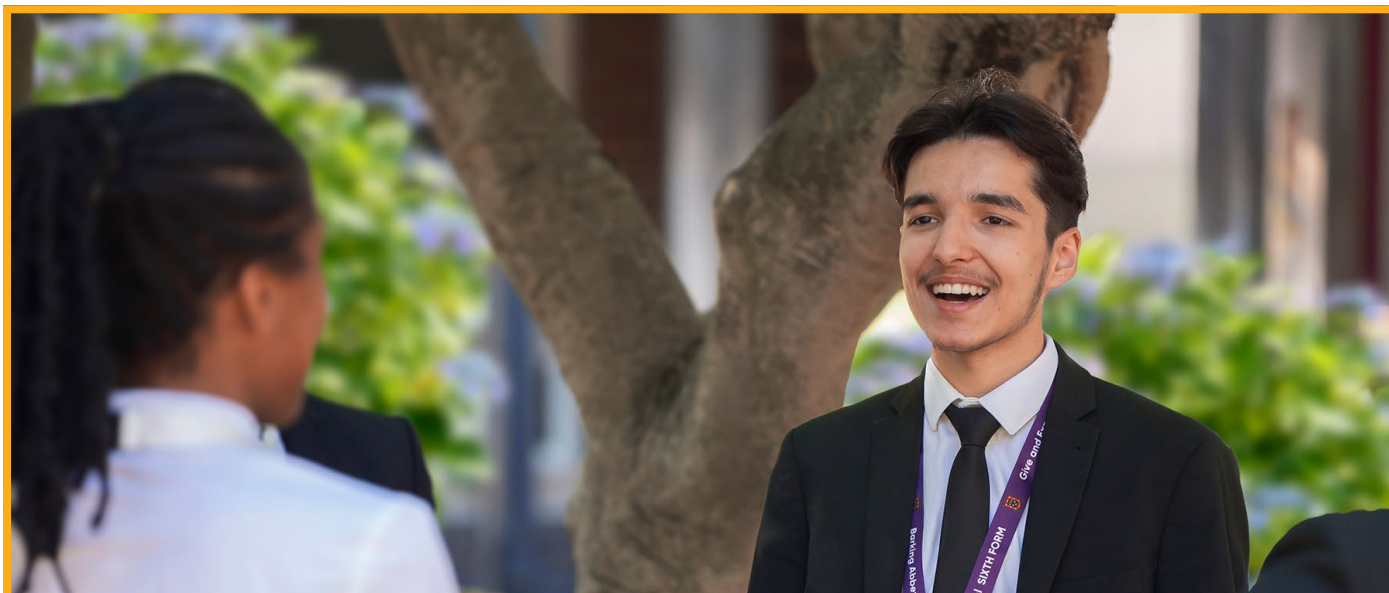
Please click here to find out more information about what it is like to work at Barking Abbey:
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



Job Description

Job Title	Cleaning Manager
Grade	P01
Department	Premises
Location	Barking Abbey school buildings
Working Time	Year Round
Line Manager	Operations Manager (SLT Lead-School Business Manager)
Line Management of	Direct-Non-Cleaning Supervisors (x3) Direct-Cleaning supervisors up to 8, (Non-Direct daily line management-Cleaning team up to 30)
	35 hours per week, 7 hours per day to be flexible to meet operational needs of the school. Some shift working required. Usually 7-hour shifts (with an hours unpaid lunchbreak between 05:30am-06:30pm)

This is a new Role to further develop and maintain standards of cleaning across the school.

Purpose of the role

To lead, manage, develop and oversee all cleaning functions and facilities in school to make sure that the school buildings are always clean and in the best condition and there is consistency of standards across both sites.

To lead the team of cleaners (through liaison with non-cleaning supervisors and cleaning supervisors) making sure that staff are well trained and supported and absences are covered.

To undertake line management duties under the direction of the Operations /School Business manger.

To have oversight of the schools cleaning budget, making sure adequate tools and resources are in place that are fit for purpose and of good value.

To make sure that there is an annual, monthly, weekly and daily cycle of tasks in place to make sure that the buildings remain clean and in pristine condition.

Under the guidance of the operations and or School Business Manager, to maintain and develop Barking Abbey School facilities to ensure that they are fit for purpose today and will meet the challenges of the future.

Key responsibilities

- Ensure the school is cleaned to appropriate standard, ensuring compliance to relevant training, safety and instruction given.
- To lead and develop the Cleaning Team with direction from the Operations/School Business Manager.
- To be responsible of the overall cleanliness and cleaning standards across the school.
- To actively lead, manage and develop the cleaning provision across both campuses.
- To ensure there is consistency across all campuses within the cleaning provision.
- To lead, develop and support staff within the cleaning team to ensure the best customer service is provided.
- To devise and develop training plans in line with the needs of the school and in line with changes to legislation.
- Actively participate, alongside colleagues within the facilities team to deliver the agreed goals to Barking Abbey school.
- Create and implement agreed cleaning specifications to all the cleaning spaces within the schools with

the assistance of the schools external consultants.

- Manage, alongside the supervisor's staff attendance and absence.
- Review the cleaning equipment and make recommendations to replace and upgrade to improve standards, efficiency and productivity.
- To oversee the recruitment, management and leadership of recruitment staff.
- Responsible for the effective planning and control of cleaning budgets, ensuring efficient service delivery within budget constraints.
- To ensure the cleaning team are aware of and comply with all school health & safety procedures and standards at all times e.g., COSHH, uniforms & PPE, Manual handling, Fire procedures.
- To create and implement a staff training plan alongside Barking Abbey school external consultants for all cleaning staff including but not limited to cleaning specifications, use of machinery, product selection and health and safety.
- Occasionally, as required, open the building and turn off alarms, unlock internal doors (where required lock internal doors and building).
- To follow school policies around security through the opening and locking of windows and doors.
- To achieve the relevant cleaning quality & productivity targets.
- To regularly monitor and oversee cleaning standards implementing procedures to make sure there is continuous improvement.
- To make sure there is an even and fair distribution of work across the team (allocated cleaning zones) according to hours worked in line with recommended (BicS) cleaning standard guidance.
- Under the guidance of the operations manager maintain and monitor cleaning supplies and equipment, making sure that school processes are followed by members of the team for daily and weekly checks.
- To undertake middle line management responsibilities under the guidance of the Operations/School Business manager. This is including undertaking initial stage sickness absence/performance review meetings, and providing the relevant information to HR.
- To keep up to date with industry updates and innovation and changes to legislation.
- To maintain accurate and up to date records for COSH and statutory checks under the direction of the operations manager.

General Accountabilities and Responsibilities

- To actively participate in any team meetings & training as required by attending courses sharing your knowledge & experience with other team members.
- To keep up to date with School events, activities and news through reading the weekly staff bulletin and attending briefing.
- To always learn and demonstrate the Barking Abbey school behaviours to colleagues, customers, and pupils.
- To be a positive and proactive member of the team.
- To follow School policy and processes and adhere to expected professional standards and code of conduct.
- To follow school's systems and processes for booking annual leave and reporting sickness absence.
- Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
- Undertake a proactive, committed approach towards the School's Best Value ethos.
- Ensure compliance with and actively promote the School and the School's Equality policy and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the School as relevant to the post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.
- At any time you may be asked to cover areas, or relocate to an alternative area to assist with the schools ever changing needs.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title		Date	



Person Specification

<u>Job Title:</u> Cleaning Manager Barking Abbey School	Essential	Desirable (not essential)	Method of Assessment
1. Experience <ul style="list-style-type: none"> • Previous cleaning experience • Previous experience in a school environment • Previous experience in facilities management • Previous customer service experience • Successful project management • Experience of leading and managing innovation and change • Evidence of successful leadership in a complex organisation • Previous involvement in financial planning and budgeting 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	Application Form Test/Task at Interview Interview
2. Qualifications <ul style="list-style-type: none"> • Hold a facility related professional qualification and membership of relevant organisations (for example, IoH, BICSc, IWFM or overseas equivalent or be willing to undertake 		✓	Application/Interview
3. Knowledge and Skills <ul style="list-style-type: none"> • Effective oral and written communications skills, to be able to complete simple forms, follow and understand instructions both verbally and in writing • An awareness of health and safety. • Good IT skills in Word, Excel and PowerPoint 	✓ ✓ ✓		Application Form Interview

<p>4. Equalities & Diversity</p> <ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of children. • Commitment to Equal Opportunities and Diversity. • Commitment to continuing professional development 	<p>✓ ✓ ✓</p>		<p>Application Form Interview</p>
<p>5. Attitude and Personal Qualities</p> <ul style="list-style-type: none"> • Willing to take ownership • Good timekeeping • Ability to start work in line with shift pattern and work flexibility • Willingness to attend relevant job training • Willingness to cover for absent colleagues work in an emergency • Willingness to work at either campus • Honesty and Integrity • Able to work as part of a team • Current driving licence and car for travel and transport between both campuses 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓</p>	<p>Application Form Test/Task at Interview Interview</p>



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBNEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



Sandringham Campus
 Sandringham Road
 Barking
 Essex
 IG11 9AG

Longbridge Campus
 Longbridge Road
 Barking
 Essex
 IG11 8UF

www.barkingabbeysschool.co.uk

