



Pix Brook Academy Application Pack

Cleaning Supervisor





CONTENTS

1. Introduction
2. About BEST
3. About Pix Brook Academy
4. How to Apply
5. Job Description
6. Person Specification

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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Pix Brook Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, 20th February 2026

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Cleaning Supervisor
Based at	Pix Brook Academy
Salary/Grade Range	NJC Level 3A (points 5-7) £13.26 per hour £12,623 - £13,028 actual salary (£25,583 - £26,403 FTE)
Responsible to	Site Team / Business Manager
Hours	20 hours a week, term time only including five training days, plus 10 additional days

Purpose of Role

We are looking for an organised and professional Cleaning Supervisor to take charge of our school's cleaning operations. The successful candidate will be a hands-on leader who manages schedules, conducts regular quality inspections, coordinates deep cleaning projects, and trains and mentors team members on best practices and health and safety procedures. You will be instrumental in upholding regulatory standards and ensuring efficient use of resources and equipment. This role is crucial to the operational success and appearance of our school.

Main Responsibilities

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

- Ensure that the school buildings and site are clean and accessible and meet the agreed hygiene and cleaning standards
- In conjunction with the Site Team establish cleaning schedules, instruct and monitor appropriate cleaning methods, including safe use of equipment/machinery/cleaning agents. Ensure cleaning staff are aware of and comply with associated health and safety requirements
- Assist with the training and induction of new cleaning staff



- Carry out allocated tasks in accordance with the cleaning schedules
- Ensure that all cleaning equipment is in a working condition and report any deficiencies to the Site Team
- Perform regular stock take on all cleaning materials and cleaning equipment as requested
- Advise the Site Team to order cleaning materials as and when required in accordance with the contracts and supplier list approved by the Trust.
- Take responsibility for security of cleaning cupboards and ensure that they are kept clean and tidy
- Deal with potentially hazardous or infectious materials in accordance with agreed safe working practices. Remove waste to designated areas
- Clean toilets and washrooms to the required standard
- Replenish disposable items as necessary including toilet rolls, soap etc.
- Organise and perform deep clean of areas during school closure periods in accordance with the cleaning schedule
- Comply with environmentally-friendly practices and policies within the Academy, including energy conservation and recycling
- Notify the Site Team of breakages, damage and other safety hazards
- Maintain vigilance in respect of the security of the school and notify the Site Team of any intruders in the school, including students on site outside of school opening times. Ensure that all doors and windows are secured and the alarm set before leaving the building

Health and Safety

- Assist the Site Team with the development and implementation of health and safety procedures and processes related to cleaning
- Ensure compliance with relevant health and safety regulations and codes of practice, with due regard for the health, safety and welfare of all premises users and visitors, including contractors



- Maintain relevant health and safety records for cleaning products (COSHH) in line with legislative and/or school requirements
- Ensure all aspects of your work are carried out in line with health and safety requirements. Undertake training courses as required
- Ensure appropriate health and safety signs are displayed where required, hazards are removed and fire exits are accessible
- Report any breaches of security to the Site Team and report any resultant damage.

General Responsibilities

- Take responsibility for the day-to-day general supervision of designated staff and carry out relevant quality assurance checks in relation to the management of the cleaning team and the quality of their work
- Regularly review own practice, set personal targets and take responsibility for ensuring you have the correct training and knowledge to perform the duties required
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- To be committed to safeguarding and to promoting the welfare of all young people
- Adhere to Trust policies and procedures.



Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Cleaning Supervisor

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• Basic standard of literacy to read instructions• Ability to understand instructions	
Skills and Experience	<ul style="list-style-type: none">• Experience of cleaning in a commercial environment• Experience of supervising a team• Ability to work as member of a team and lead a team• Ability to work under pressure at times	<ul style="list-style-type: none">• Experience as a key holder• Knowledge of Health and Safety Regulations
Personal Attributes	<ul style="list-style-type: none">• Commitment to achieving high standards of cleanliness and hygiene• Willingness to work additional hours when needed• Willingness to be flexible• Willingness to undertake training if required• Trustworthy and reliable	
Other	Appropriate DBS clearance, references and checks (before the post is taken up).	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

