

# MURRAY PARK SCHOOL

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Provider

## APPLICANT INFORMATION PACK

### P/T CLEANING SUPERVISOR

Application deadline: 9<sup>th</sup> June at 9AM

Interview Date: w/c 9<sup>th</sup> June

START DATE: **ASAP** (subject to satisfactory enhanced DBS clearance & references)

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEADTEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow a comprehensive induction

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

## SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

*"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."*

Flavia Kupferberg - Teacher of English



# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

*“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)*





# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

*Please email your completed application form and letter of application to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)*

*"The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you." (Mr Gregory - AHT KS4 Achievement)*



Our school was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	"Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge." "Leaders have planned assessments to check pupils' understanding."
Behaviour and Attitudes	"Pupils are happy and safe at Murray Park. They know teachers care about them." "Leaders have ensured that classrooms are places where pupils can learn."
Personal Development	"The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery." "Leaders ensure that all pupils have opportunities to gain different cultural experiences."
Leadership and Management	"Leaders have prioritised reading." "Leaders have created a culture of safeguarding."

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

"Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way" (Miss Bunting - Science)



# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. See below for 10 things we do for staff-wellbeing:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

## DEPARTMENT INFORMATION

We are a busy school 50 weeks of the year with an experienced, dedicated and energetic site team providing efficient and effective caretaking and cleaning support to the school. We are looking for someone to join us that share's our excellent working ethos whilst supporting each other personally and who enjoys friendly working relationships. The Cleaning Supervisor role is a busy one and requires flexibility to oversee the cleaning team and routines, monitoring and managing cleaning stock, carrying out daily after lunch toilet checks and has its own cleaning area to support school activities and our growing external lettings & facility bookings.

Alison Baker, Facilities Manager. [alison.baker@murraypark.derby.sch.uk](mailto:alison.baker@murraypark.derby.sch.uk)

“ Murray Park School is at the centre of the community and our students and this is their oasis” (Mrs Drew - AP Lead)



# JOB ADVERT

## Cleaning Supervisor

<b>Salary:</b>	NJC Pay Scale pt8-9, £2 5,992 - £26,409, (£15,948 - £16,208 pro rata) £13.69 per hour (pay award pending)
<b>Post:</b>	Cleaning Supervisor - part time
<b>Responsible to:</b>	Facilities Manager
<b>Hours:</b>	25 hours per week 1.15pm - 6.15pm Term Time (39 weeks) plus 2 weeks during school summer holiday period (41 weeks in total).
<b>Framework:</b>	To work within the framework of the NJC pay and conditions, current legislation and the policies of the school. Employed on a permanent part time basis and will be required to work Mon-Fri 1.15pm - 6.15pm each week term time.

Murray Park School is a rewarding and professionally stimulating place to work. Over the last few years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a Progress 8 improvement from 0.64 in 2019 to 0 in 2022, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

The person appointed will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the Facilities Manager are adhered to. Previous experience preferred but not essential as training will be given. Must be able to work on their own and as part of a team. Flexibility is required to cover sickness/absence.

### How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies>



# ROLES AND RESPONSIBILITIES

## Duties as a Cleaning Supervisor:

- Supervising a team of cleaners
- Ensure assigned areas are clean, presentable and safe by following the required policies and procedures.
- To train, mentor and motivate cleaning staff to carry out their duties and to resolve day to day operational problems, referring to the designated manager as necessary.
- To assist in the organisation and completion of major periodic cleaning activities.
- To maintain an adequate stock of cleaning materials from approved suppliers and to arrange replacement stock. Raise orders as and when required for authorisation.
- To monitor cleaning equipment, ensuring its proper upkeep and servicing and to report any defects or concerns to the designated manager.
- To report to the Site Team any major defects in building, equipment and security systems observed in the course of duties.

## Key Tasks:

- Required to undertake the following duties as directed using the prescribed methods and frequencies in line with the requirements of the cleaning specification.
- To carry out afternoon cloakroom checks; restocking with soap, towels and other products as needed.
- Emptying waste bins or similar receptacles, transporting waste materials to designated collection points.
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Suction cleaning carpeted areas and spot cleaning carpets.
- Using electronic powered scrubbing/polishing to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
- Using electrically powered pick-up machines
- To dust, damp wipe, wash and polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.
- To replenish consumable items (soap, toilet rolls, paper towels) as required
- To clean toilets, urinals, hand basins, sinks, baths, showers.
- To use such chemical agents as required in the discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training) in particular toilet floors are to be swept and mopped with a germicidal agent daily.
- Cleaners employed in Domestic Science areas are required to clean cookers and work surface areas.
- To clean the inside of window panes and the glass in interior doors and partitions when necessary within the limitations of safe working practices.
- Washing walls and cleaning of furniture during the school holiday period.
- To carry out any other reasonable duties within the overall function of the job.
- Cleaning of external foyer/entrance areas including glass in exterior doors and partitions when necessary with the limitations of safe working practices.



# PERSON SPECIFICATION

<b>Cleaning Supervisor</b>	<b>Essential/ Desirable</b>
<b>Experience</b> Working or having worked in a school environment Management & Supervising staff (Cleaning Team)	D D
<b>Qualifications</b> Evidence of relevant professional development or training Driving Licence	D D
<b>Knowledge/Skills</b> Awareness of Health and Safety procedures/legislation Basic computer literacy A willingness to learn new skills Good all round general cleaning skills Ability to prioritise Environmental awareness	E D E E E D
<b>Personal Qualities</b> Good attendance and punctuality record Enthusiasm and energy Commitment to supporting the full life of the school Professional appearance and manner Enhanced Disclosure and Barring Service Check (on appointment) To work well with colleagues and function as a “team” Well developed inter-personal & communication skills To be able to work flexible hours To use own initiative and work without supervision Be approachable, trustworthy and reliable	E E E E E E E E E





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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