



Cleaning Manager

Job Description & Person Specification

BeyondAutism Schools

October 2023

Registered Charity No. 1082599
020 3031 9705
beyondautism.org.uk

 **BeyondAutism**

Table of Contents

About BeyondAutism	3
Our values	3
Job overview	3
What we can offer you	4
About the role	5
What you will bring to the role	6
Job information	7



About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.¹ The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- We are seeking a dedicated and experienced Cleaning Manager to oversee and manage school cleaners.
- The successful candidate will be responsible for managing 7 sites, based mainly in Wandsworth borough, and a total of 5 cleaners.
- This is an excellent opportunity for an organised and proactive individual with strong managerial skills to make a significant impact in the cleaning services sector.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



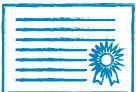
Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Main duties and responsibilities

These include but are not limited to:

- Form a close working relationship with the Head of Facilities, Senior Management Team and cleaners.
- Lead and manage cleaning teams on sites.
- To arrange shift including organising the workload and staff cover
- To carry out cleaning duties as per the cleaning schedule and provide cover for other cleaners in their absence.
- Provide guidance, training, and support to cleaning staff to ensure high-quality service delivery.
- Develop and implement efficient cleaning schedules, ensuring optimal resource utilization.
- Monitor and optimize cleaning procedures to enhance efficiency and effectiveness.
- Address any issues or concerns related to cleaning quality promptly and effectively.
- Maintain reports and organized documentation related to contracts, cleaning processes, and personnel.

Qualifications and experience

- Previous experience in supervising a team and cleaning skills are essential
- Strong organizational skills, with the ability to oversee multiple sites and teams effectively.
- Excellent communication and interpersonal skills to liaise with contractors, cleaning staff, and internal teams.
- Knowledge of cleaning industry best practices, cleaning products, and equipment.
- Ability to work independently and collaboratively within a team.
- Will have a flexible, can-do attitude.
- Good organisational skills with the ability to prioritise workload
- Good standard of both written and spoken communication including IT skills
- A relevant qualification - BICS qualification would be preferred – and a good knowledge of Health & Safety regulations.
- Able to obtain DBS clearance (due to working alongside children)

Other duties

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share BeyondAutism's commitment to safeguarding and promoting the welfare of children and young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools;
- Ensure that all duties and services provided are in accordance with all BeyondAutism policies and procedures in line with code of conduct/professional expectations;
- To undertake training as necessary;
- Any other ad hoc duties, as directed by the Head of Facilities.



SALARY SCALE:	£28,135 - £30,745 pro rata
HOURS:	Term time only plus 1 week for deep cleaning over holidays. Hours are 37.5 per week (2pm-10pm, Monday to Friday)
ACCOUNTABLE TO:	Head of Facilities
LOCATION(S):	Park House School - 48 North Side Wandsworth Common, London SW18 2SL Tram House School - 520 Garratt Lane, London SW17 0NY Post-19 Riverside - 1 Enterprise Way, London, SW18 1GA Post-19 Wandsworth - 14 Enterprise Way, London, SW18 1FZ
PROBATIONARY PERIOD:	Six months
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> • Why you are interested in applying for this role • How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p>

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

