

## Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

### Job description

<b>Job Title:</b>	<b>Cleaning Supervisor</b>
<b>Reporting to:</b>	Cleaning Manager
<b>Main purpose of the role</b>	
To supervise a full cleaning service within Bede's School Trust premises in accordance with the agreed standards, at the prescribed times, in line with policies and procedures and as detailed in the cleaning work schedules.	

### Key Accountabilities

1. To be responsible for day to day supervision of the Cleaning team and coordination of the cleaning service. To motivate and support the team in the provision of a high quality service and to be hands on where and when necessary.
2. To be the first point of contact for staff queries and escalating these to the cleaning manager as appropriate.
3. To implement cleaning procedures, schedules and appropriate logs to provide quality assurance for all areas ensuring they meet the required standards.
4. To be responsible for all office based administration duties appropriate to the role - organisation of work rotas, authorisation of leave etc.
5. Monitor staff sickness and complete return to work interviews in liaison with the Cleaning Manager.
6. Ensure staff are following all COSHH and Health & Safety guidelines e.g. Radios for long workers, safe storage of chemicals, use of wet floor signs.
7. Ensure all staff are up to date with their mandatory training maintaining compliance at all times.
8. To order stores and to ensure adequate supplies and that wastage is kept to a minimum
9. Undertake cleaning audits to monitor cleaning standards and address any issues arising from these.
10. To observe defects in the fabric of the building, furniture or cleaning equipment and report to Estates using the helpdesk system.
11. To assist the Cleaning Manager to implement any new or updated procedures, policies or paperwork.

### Measures

1. Cleaning service is delivered effectively on a daily basis, service standards are considered to be excellent, and users report high levels of satisfaction.
2. Deep cleans are delivered to schedule and quality with minimum disruption to the operation of the School.
3. Full compliance with COSHH and H&S regulations and requirements; products are used within School risk assessment instructions at all times; records are completed.

4. Cleaning stock and machinery is kept and the appropriate levels and in good working order

## **Key Dimensions Impacted by the job**

1. No of buildings cleaned: 5 boarding houses; main School Buildings

## **Key Interfaces**

1. Senior Matrons and Matrons
2. Housemasters
3. Teaching Staff; Administrative Staff
4. Pupils (particularly boarders)

## **Operating Environment and Context of the Role**

Bede's is a successful, friendly and warm welcoming community. We offer a high quality service to all our pupils and have ambitious plans to continue to improve and develop the services, which we offer. The cleaning team is central to ensuring the school's buildings and facilities are clean and fit for purpose and meet the standards, which our parents expect and the teaching and support staff require to deliver the curriculum and operational functions.

The dynamic school environment means that the cleaning team needs to meet changing requirements, which requires the job holder to demonstrate high levels of flexibility and cooperative working to ensure that they and team members work effectively and supportively.

In addition to the main Senior School, the Trust uses its facilities to run an International Summer School for overseas pupils, which means that in essence the school is operational 24/7 and 51 weeks of the year. Deep cleans have to take place with this in mind and with the minimum of convenience and disruption to the school.

Pupil safety is paramount at all times and the job-holder must work in a way which is compliant with H&S and safeguarding procedures. Cleaning staff may often have to deal with the results of atypical pupil behaviour, reporting any areas of concern contributes significantly to the pastoral care of all pupils.

Many of the buildings from which the school operates are period and consequently were not purpose built, which bring challenges to the cleaning team as the design and structure of old buildings means they can have uneven and intricate surfaces and substantial dust traps and be difficult working environments.

The school runs on an extended day, which means that cleaning has to be rostered to work around curriculum delivery, resulting in very early morning starts (4.30am) and late evening finishes (11.00pm) the job-holder will work outside normal working hours and when the school is quiet which requires self-motivation.

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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Knowledge and Skills</b>		
Strong administrative and record keeping skills	D	I, E
Knowledge of Compliance, Health and Safety, Environmental Health and Fire Safety regulations	D	I, E
<b>Experience</b>		
Previous cleaning supervisory experience	D	A, I
<b>Personal competencies and qualities</b>		
Ability to work collaboratively as part of a team	E	I, E
Ability to plan and organise a working day to work effectively and efficiently	E	I

**Safeguarding:** All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

### Additional information:

- **Working hours: 32 hours per week, 52 weeks of the year, consisting of 04.30 - 11.00 Monday, Tuesday, Thursday and Friday, with a 30-minute unpaid lunch break each day. Then 04.30 - 08.30 Wednesdays and Saturdays (4 alternate Saturdays)**
- **During the six weeks that we run our Summer School you will be expected to work until 13.30 on Saturdays)**
- **Salary: £18,628.93 per annum (£23,484.76 FTE)**