**Advert**

**Post:** Cleaning Supervisor

**Contract Type:** Permanent (Full Year)

**Salary:** £11.00 per hour

**Hours:** 30 hours per week

**Working pattern will be:** Morning shift: 07:30 – 10:30 (3 hours)

 Afternoon shift: 16:00 - 19:00 (3 hours)

**Annual Leave:** 30 days plus banks holidays

**Closing date for applications:** Friday 27th July 2018

Interviews will be held on: Monday 30th and Tuesday 31st July 2018

**Required to commence as soon as possible**

Westholme School is seeking to appoint an energetic, organised and well-motivated Cleaning Supervisor to join our existing Cleaning team. The ideal candidate will take pride in their own work and will be able to demonstrate an engaging leadership style.

The Cleaning Supervisor role will be responsible for the supervision of cleaning within the school, maintaining cleaning standards to a high standard. Ensuring Health & Safety Regulations and company policies are adhered to. The post holder will be expected to perform cleaning audits, monitor staff performance. Inductions and training to be carried out as required, and occasionally carry out "hands on" cleaning tasks covering absent operatives, in order to provide a thorough and effective cleaning service to promote a safe and well maintained working environment for pupils, staff and visitors.

Ideally, the cleaning supervisor will possess a clean driving licence and will be willing to drive between sites in order to carry out supervision across the three sites.

If you feel you have the skills required, we look forward to hearing from you. If you would like to find out more about the position please contact Mrs Vivienne Davenport on 01254 506070.

**Full details and application forms are available from our website:**

[**www.westholmeschool.com**](http://www.westholmeschool.com)

*Westholme School is committed to safeguarding and promoting the welfare of children and an enhanced DBS disclosure will be required.*

**Job Description**

**Job title:** Cleaning Supervisor

**Location:** To work across all three sites

**Responsible to:** Commercial Director

**Role Summary:**

The Cleaning Supervisor role will be responsible for the supervision of cleaning within the school, maintaining cleaning standards to a high standard. Ensuring Health & Safety Regulations and company policies are adhered to. The post holder will be expected to perform cleaning audits, monitor staff performance. Inductions and training to be carried out as required, and occasionally carry out "hands on" cleaning tasks covering absent operatives.

**Key Responsibilities:-**

* Monitor Staff performance and record findings
* Carry out daily cleaning audits and record findings
* Ensure Health & Safety Regulations are adhered to
* Report accidents / Near misses and any damage to equipment
* Carry out Training and Inductions as required
* Weekly stock counts to be carried out and stock levels monitored
* Report all sickness and absences, completing the relevant paperwork
* Provide adequate cover for absent colleagues, including hands on duties where necessary
* Undertake annual appraisals including review meetings
* Record and submit requests for overtime in a timely manner
* Holiday requests to be completed accurately
* Ensure cleaners stores are clean and tidy
* Organise and attend staff meeting with the cleaning team, to enhance continuous improvements
* Coordinate and manage deep clean process during school closures

**Key Requirements:-**

* Health and Safety knowledge i.e., COSHH, Risk Assessments, Colour Coded Equipment, PPE, Infection Control.
* Understanding of Health & Safety Regulations
* Experience in supervising, training and monitoring staff
* Communication skills
* Organisational skills, to be able to deal with rotas, holidays, sickness reporting, cleaning schedules

The cleaning supervisor will possess a clean driving licence and will be willing to drive between sites in order to carry out supervision across the three sites.

|  |
| --- |
| **Person Specification – Cleaning Supervisor** |
| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (A),****interview (I** |
| **Qualifications** NVQ Level 2 qualification in relevant area or equivalent)Full driving licence | EE | AA |
| **Experience** |  |  |
| Experience of supervising, training and monitoring staff.  | E | A/I |
| Experience of using powered equipment (e.g. floor buffer) | D | A/I |
| **Knowledge, skills and abilities** |  |  |
|  |  |  |
| Ability to work as part of a team | E | A/I |
| Flexible attitude to work | E | A/I |
| Ability to work in an organised and methodical way | E | A |
| Awareness of Health & Safety regulations  | E | A |
| Awareness of CoSHH | E | A |
| *Good interpersonal skills* | E | A/I |
| *Positive approach to customer care and service delivery*  | E | A/I |
| *Commitment to undertaking relevant training and development* | E | A/I |
| **Other** (including special requirements) |  |  |
| 1. Commitment to safeguarding and protecting the welfare of children and young people
 | E | I |
| 1. Commitment to equality and diversity
 | E | I |
| 1. Commitment to health and safety
 | E | I |
|  |  |  |
| 1. Willingness to work occasionally outside of contracted hours *(e.g Parents evenings, lettings) etc)*
 | E | I |