



Evening Housekeeping/ Cleaning Supervisor

OVERVIEW

To assist the Housekeeping Manager in supervising the Evening Housekeeping/Cleaning Team, ensuring that the Evening Housekeeping operation provides the highest level of cleanliness in maintained throughout the schools on a daily basis. This is a hands-on role and you will be expected to perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment. Key duties may include cleaning toilets, showers, bathrooms, the vacuuming, dusting, sweeping and mopping of floors, corridors and rooms. The completion of laundry and other domestic duties and ensuring that cleaning materials are safely stored.

RESPONSIBILITIES

- To supervise the Evening Housekeeping/ Cleaning Team to ensure the highest level of cleanliness is maintained throughout the schools on a daily basis.
- To ensure standards and procedures are adhered to.
- To use cleaning material appropriately, as instructed and economically.
- To ensure that tools and equipment are in good working order, reporting any faults to Line Manager or on to the relevant department.
- Ensure that waste is correctly disposed of into the designated areas, i.e. general waste and recycling.
- Where practical ensure that windows are closed, lights are switched off and doors are locked when you finish.
- To report health and safety issues to your line manager or Director of Estates and Services, including all accidents and near misses
- To promote good safety habits and methods of work
- To ensure all cleaning materials are used in line with COSHH safety standards
- To maintain a clean, safe and hygienic work area at all times.
- To be aware of their responsibilities for Health and Safety of themselves and others.
- To undertake any training relevant to your role.

PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
- Be flexible, reliable, punctual and trustworthy.
- To have the ability to manage their own time effectively and to prioritise work.

TERMS

Hours

20 hours per week, Monday to Friday, year-round but term time only applications will be considered. Monday to Friday between the hours of 6pm and 10pm.

Salary

£11.78 per hour plus a supplement of £1.10 per hour for working after 7pm for a minimum of three hours per shift.

Support with local transport may be available