

QUEEN ELIZABETH'S GRAMMAR SCHOOL
FAVERSHAM



Information pack for candidates:

Cleaning Supervisor



QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM

Information pack for candidates: Cleaning Supervisor

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Dear Applicant,

Cleaning Supervisor

Thank you for your interest in the post of **Cleaning Supervisor**. I hope you will take the time to read through the enclosed information and find it useful for planning your application, which we look forward to receiving by midday on **Friday 31st January**.

This post offers a unique opportunity for the right candidate to support the structures behind the high academic standards and ethos which have been developed over a number of years at Queen Elizabeth's Grammar School.

The post holder will require passion, excellent organisational skills, energy and enthusiasm. The successful candidate will also have their own cleaning responsibilities to undertake in addition to overseeing all members of the cleaning team.

In order to apply please complete the application form and also provide a separate letter addressing the job description, outlining how your experience has prepared you for this post.

Please do not hesitate to contact me if you would like to discuss the role further.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A J McIlroy', written in a cursive style.

Mrs A J McIlroy MA
Headteacher

QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM



Reporting to: Premises Manager

22.5 hours per week

Monday to Friday

Job title: Cleaning Supervisor

QEGS 3.1-3.3 - £14,425 - £14,863

The school cleaning supervisor will oversee a team of cleaners to ensure all areas of the school are properly cleaned to a high standard and will resolve any cover issues as a result of absence. They will be supported in this by their line manager but they are the first point of contact for all other cleaners and must ensure that they have oversight of any resulting issues.

Responsible to: Premises Manager

Main Responsibilities

- Check cleaning equipment condition.
- Coordinate and liaise with staff (teaching and support) at the workplace.
- Facilitate effective communication and engagement in the workplace.
- Handle complaints and feedback about cleaning standards from staff (teaching and support).
- Handle reassignment of tasks when needed.
- Identify training needs for all cleaning staff.
- Implement work plans.
- Inspect work done by cleaners daily.
- Interact and build relationship with clients.
- Monitor and follow up on compliance with cleaning procedures and workplace safety.
- Monitor cleaning material stock level and re-order further stock when required.
- Plan out work schedule for cleaners.
- Provide help and guidance to immediate staff.
- Solve operational problems and make decisions.
- Submit daily cleanliness report.
- Supervise team of cleaners in their assigned tasks.
- Train cleaners on cleaning standards.

In Addition the Cleaning Supervisor will also have their own:

Cleaner Responsibilities

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
- Liaise with Site Manager and Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and external lettings
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Report any Health and Safety issues to relevant personnel

Person Specification

- Knowledge
- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of cleaning best practises

Experience

- Experience of undertaking a range of cleaning duties
- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Buffing
- Disposing of waste
- Replenishing consumables

Personal Attributes

- Willingness to clean any area of the school as requested by the supervisor.
- Willingness to take personal responsibility for standard of work carried out.

- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Work as part of a team

Skills

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Communication, basic math skills and reading
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations

QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM



Future aspirations for the school

Queen Elizabeth's Grammar School is a forward looking, successful and dynamic school with high aspirations for every member of the school community. Looking ahead, the priorities for the future of the school are:

- To develop a culture of excellence through inspirational teaching, learning and assessment
- To further develop a culture of high aspiration, ensuring that every student has the best opportunities to achieve their personal career ambitions
- To develop a 'growth mindset' approach to teaching and learning, creating a culture of academic curiosity and personal resilience
- To further develop the collaborative 'can do' attitude of staff and students, to create a sustainable and productive culture of learning and success across the school
- That staff are well trained, managed and supported to achieve their best within a supportive and developmental learning culture, without excessive demands on workload
- To ensure the extra curricular offer remains varied and broad; providing a range of opportunities for every student to participate, develop and challenge themselves
- That leadership across the board works to effectively support, encourage and celebrate all staff and students to perform at their best and to aim high
- For the school to develop beyond its boundaries, by working closely with other schools and taking a leading role in creating additional high quality provision across the community
- For students to feel engaged and motivated to help teach, support, develop and encourage younger members of the school community by taking on leadership roles
- To maintain a safe, trusting and happy environment for all students and staff
- To develop a cost effective but appropriate and challenging curriculum that offers choice and challenge whilst also preparing students for life beyond school
- To create and implement the *Queen Elizabeth's Grammar School Sixth Form Award* to challenge and stimulate students at this important stage of their education
- To further develop the school alumni association, to encourage greater participation from former members of the community, including supporting school initiatives
- To continue to develop and improve the school's facilities by improving the quality of learning environments and enabling broader opportunities for all students
- To continue to develop the international outreach programme (*and British Council's International Schools Award*) by maintaining the current programme of international trips
- To continue to develop an international outlook; for students to see the world as their workplace and that no challenge is too big in terms of their future aspirations and realising their potential

