



**BURFORD
SCHOOL**
FOUNDED 1571



JOB INFORMATION

CLEANING SUPERVISOR

APPLICATION DEADLINE: 12.00 pm Monday 25 November 2024



THE SCHOOL

Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the **'best of education'** to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect

Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate

Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach

Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.



THE ROLE

- Salary:** Grade 6, Point 8 - 13, £21,591 - £23,395 per annum pro rata (£25,992 – £28,163 full time equivalent) pay award pending.
- Contract:** Permanent
- Term:** 40 weeks per year – term time plus two additional weeks in the summer holidays
- Hours:** 35 per week
- Starting date:** January 2025
- Reporting to:** Facilities Manager

We have an exciting opportunity for an experienced Cleaning Supervisor to join the Facilities Team in our thriving, over-subscribed school. We are looking for someone hard-working, committed and flexible to work alongside our Facilities Manager and team of Cleaners.

The successful candidates will need to meet the person specification in order to be offered the post and will be subject to an enhanced DBS check.

For more information or an informal discussion regarding the post, please contact Mr Ashley, Facilities Manager : t.ashley@burford.oxon.sch.uk

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.



Working Hours

Working hours: 35 hours per week, 40 weeks per annum (38 term-time weeks + 10 designated days during the school holidays). Normal hours of duty 11:00-18.30 Mon-Fri, but flexibility is required for school activities outside of normal school hours.

The Role:

To supervise a team of school cleaners and ensure that an appropriate standard of cleanliness is maintained across the site, under the direction of the Facilities Manager, ensuring on-going continuous improvement in cleaning across the school site.

Role Objectives

- The supervision of the team of school cleaners including training, appraisal, and discipline. This will include assisting the Facilities Manager with the process of appointing new cleaners, monitoring the attendance and timekeeping of existing staff, and assisting the Facilities Manager in the processing of casual claim forms, overtime sheets and reporting absence.
- To have the overall responsibility for the practical organisation of the day to day cleaning operation and for the overall cleanliness of the school buildings, with the Facilities Manager. This will involve performing regular cleaning checks to ensure that hygiene standards meet national health and safety standards.
- In consultation with the Facilities Manager, to identify the number of cleaning staff required to maintain a clean teaching and learning environment within the set annual budget
- To monitor & order stock of cleaning equipment and materials in a timely basis.
- To manage and monitor external contract cleaners.

Role Tasks

- To supervise and allocate fair cleaning areas to cleaning team and monitor cleaning standards throughout all areas of the school.
- To ensure that all cleaning staff have the necessary equipment and materials to enable them to effectively carry out their work.
- To ensure that all cleaning equipment and storage facilities are kept in a clean and safe manner and arrange for the repair and electrical testing of all cleaning equipment used by staff.
- To ensure that supplies of cleaning materials are sufficient.
- To oversee correct usage of all cleaning products in line with the relevant COSHH regulations
- Check on a daily basis that all areas of the school are cleaned to a satisfactory standard and daily cleaning logs are completed for each work section, ensure continuous improvement in cleaning procedures.
- To line manage the School cleaning team, undertaking absence management and monitoring, Return to Work interviews, Appraisals
- To ensure that all staff are trained and are aware of relevant Health and Safety considerations
- To clean in line with the Academy's generic cleaner's job specification, as directed by the Facilities Manager.
- Ensure that identified key areas of the school receive priority in the schedule
- Consult with the Facilities Manager in order to identify times when curriculum areas are unused.



- Liaise with the Facilities Manager and review the weekly school calendar to identify lettings and school events outside of normal school hours.
- Maintain cleaning staff attendance logs and timesheets for submission to the Facilities Manager.
- In conjunction with the Facilities Manager/Director of Business & Finance, interview and recruit sufficient cleaning staff to cover the budgeted cleaning hours.
- To be responsible for the day to day personnel management of the cleaning staff, and consulting with the Facilities Manager on any necessary formal procedures.
- Produce on a weekly basis, official order forms for equipment, uniform and materials for signature by the Facilities Manager.
- Investigate and maintain a working knowledge of developments in cleaning equipment and materials and to identify means by which the cleaning operation may be developed.
- Develop and carry out induction procedures with all new cleaning staff.
- Identify formal and informal training needs for all cleaning staff.
- Provide information to the Facilities Manager for the Training Log
- Work in line with Burford School's Health & Safety policy, including COSHH (Care of Substances Hazardous to Health) and RIDDOR (Reporting of Incidents Diseases and Dangerous Occurrences Regulations).
- Carry out monthly Audits
- Issuing cleaning equipment and materials and ensuring that all equipment is in safe and reasonable working order. Any problems should then be reported back to the Facilities Manager.
- Monitoring stock levels quarterly, replenishing stocks as necessary and reporting back to the Facilities Manager
- Report any furniture, materials, equipment or structural defects to the Facilities Manager
- To cover and assist cleaning staff with the completion of cleaning areas to ensure all cleaning is completed within timescales.
- Communicate with contract cleaners regarding any areas of concern and conduct regular review meetings.
- Organise and plan any deep clean periodic requirements
- To liaise with the Facilities Manager and Site Staff on any site-related issues.
- To act as the main point of contact on site when required, for site-related matters outside of normal school hours, prior to locking-up by site staff.

General Responsibilities

Take part in the school's appraisal system.

Enhanced DBS check.

Strong commitment to furthering equalities in both service delivery and employment practice.

You must promote and safeguard the welfare of children, young and vulnerable people that you come into contact with and be fully compliant with the school's safeguarding policy.

Comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Other duties as required from time to time commensurate with the grade



Person Specification

| Qualifications & Experience | Essential | Desirable |
|---|-----------|-----------|
| Experience of cleaning and first line maintenance | ✓ | |
| Basic knowledge of First Aid and COSHH | | ✓ |
| Good reading and numerical skills | ✓ | |
| Basic understanding of Health & Safety | ✓ | |
| Good organisational skills | ✓ | |
| Ability to manage own time effectively | ✓ | |
| Experience of managing a team | | ✓ |
| Skills and Knowledge | Essential | Desirable |
| Ability to complete basic forms | ✓ | |
| Ability to use a variety of cleaning products to carry out and oversee cleaning in all areas of the school. | ✓ | |
| Undertake training in the correct use of cleaning equipment such as floor machines, Vacs, etc. | ✓ | |
| Understand the school's behaviour management policy | | ✓ |
| Understand and support the differences in children and adults and respond appropriately | | ✓ |
| Personal | Essential | Desirable |
| Commitment to the safeguarding of children and following relevant policies | ✓ | |
| Awareness of and commitment to equality | ✓ | |
| High expectations of self and others | ✓ | |
| Ability to prioritise time effectively and work to deadlines | ✓ | |
| Able to work well individually and within a team | ✓ | |
| Self-motivated and able to work on initiative | ✓ | |
| Approachable and flexible | ✓ | |
| Ability to establish rapport and respectful and trusting relationships with others | ✓ | |





Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Mrs Evans, HR Manager, to arrange this.

Additional Staff Benefits

- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Local Government pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.

* Please see relevant Admissions Policy on the school website.



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

Please download job details and an application form from our TES page: <https://www.tes.com/jobs/vacancy/cleaning-supervisor-oxfordshire-2131920>

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

Application deadline: **Monday 25 November 2024 (12.00 pm)**



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www.burford.oxon.sch.uk

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