



Devonport High School for Girls

Opportunity - Nurture - Achieve



Information Pack

Cleaning Supervisor
(Part Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Cleaning Supervisor at Devonport High School for Girls (DHSG). I am very proud to be the Head Teacher here in a school where the staff and I value each and every young person as an individual and support them on their journey into adulthood. At Devonport High School for Girls, our mission is to ensure that all of our students receive an exceptional educational experience, through a wealth of opportunities within a nurturing environment, leading to outstanding achievements. This is an exciting time to join our school on our continuing journey to fulfil our mission.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive

to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

The positions available is for 27 hours and 30 minutes per week, Monday – Friday 6.00am-8.30am & 3.30pm-6.30pm, 41 weeks per year (39 weeks term time and 2 weeks to be worked during the summer holidays)

.In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher, four Assistant Head Teachers and the Business Manager.

Job Description: Cleaning Supervisor

Post Title:	Cleaning Supervisor
Grade:	Grade C Point 5-7
Hours/weeks per annum:	27.5 hours per week, 41 weeks per annum
Hours of work:	Monday – Friday, 6.00am - 8.30am & 3.30pm - 6.30pm (Flexibility will be required in the case of lettings or evening openings.)
Responsible to:	Estates Manager
Shared responsibility for:	Cleaners
Job Purpose:	To support the overall ethos, work and aims for the school by providing a general cleaning service throughout the site.

Duties and Responsibilities to include:

1. To monitor and manage the quality of the work undertaken by the cleaning team, ensuring that the whole school premises are kept in a clean and hygienic condition.
2. Supervision of the cleaning team, to include training and guidance to new or less experienced members of staff.
3. Contribute to the induction of new members of staff, probation reports and appraisal of all cleaning staff.
4. Organisation of cleaning rotas which have daily, weekly and term-time components.
5. Organise and oversee the summer deep cleaning programme.
6. Ordering of consumables and equipment to promote best value.
7. Operate an efficient stock control system, ensuring that appropriate levels of stock are maintained.
8. Responsible for the budget for cleaning provisions and monthly monitoring of this budget.
9. Undertake cleaning as well as managing the team.
10. Move furniture when necessary.
11. Opening and closing of the school (morning and evening).
12. Closing school after evening/weekend lettings (additional payment).

1. Management

Be responsible and ensure that the whole school premises is cleaned on a daily basis and maintained in an appropriate hygienic state. Report any damages or necessary repairs to the Estates Manager or Business Manager.

2. Supervision

Ensure that cleaners carry out their duties to the required standard, use the cleaning equipment safely and correctly, switch off all unnecessary lights and appliances after cleaning an area, close windows and adhere to Health and Safety requirements. Report staff absences to the Business Manager and adjust cleaning rotas if necessary.

3. Staff Appraisal

Be responsible and contribute to the induction of new members of the cleaning team. The post holder will be required to contribute to the probation reports for new staff and appraisal and performance of all cleaning staff, reporting to the Business Manager.

4. Organisation of Rotas

Provide rotas for all members of the cleaning team so that they are aware of exactly which area(s) they are required to clean. Rotate rotas on a regular basis, and adjust daily rotas when necessary to support school functions or staff absences.

5. Deep Cleaning

Liaise with the Business Manager, Estates Manager and cleaning staff to determine the appropriate time to carry out a deep clean in the summer holidays. Ensure that staff are working together to enable them to move furniture to carry out additional cleaning. Liaise with appropriate outside agencies to arrange window cleaning.

6. Ordering

Check prices and quality of consumables and equipment to promote best value; place any orders in sufficient time so that goods are always available for use within the cleaning team.

7. Stock Control

Ensure that adequate stock is ordered and kept secure. Issue stock to members of the cleaning team as required.

8. Management of Budget

A budget is allocated for cleaning consumables and equipment each year. Reporting to the Business Manager, the post holder must keep within the budget and ensure that sufficient funds are available to maintain essential stock.

9. Cleaning

The post holder will have an allocated area to clean and will be included on the rota.

10. Moving of Furniture

From time to time you will be required to move furniture. This will include items such as chairs and tables/desks, filing cabinets, etc. Adherence to manual handling procedures must always be followed.

11. Opening and Closing of School

The post holder will be required to open the school site/premises each morning and close/secure it again in the evening. The school buildings are alarmed and the post holder will set and unset the alarms. The post holder will also be a designated key holder and will be on a rota of staff who may be called out to the school by the Police or security companies.

12. Opening and Closing the School for Lettings

From time to time the school has lettings at the weekend and evenings. The post holder may be required to open and close the site/premises. An additional payment is made for this.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Monday 24 March 2025**. Interviews will take place on **Monday 31 March 2025**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peeverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk



