



Cleaning Supervisor

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Cleaning Supervisor To start as soon as possible

Permanent, Full Time, 37 hours a week, all year round (Term time only will be considered)

Split Shift: 6.00am - 9am / 3.00pm - 7.30pm Monday to Friday (early finish once a week and start / finish times are negotiable)

Shift times to differ outside of term time 28 days annual leave as well as Bank Holidays

Actual salary £21,977 - £23,789 depending on experience

Furze Platt Senior School is a successful and oversubscribed secondary academy school on the northern edge of Maidenhead. We are proud of our attractive school estate including a recently constructed three-story English/Science block, a state-of-the-art theatre seating 384 people, a fully equipped gymnasium, refurbished café facilities, a dance studio and classrooms with up-to-date IT equipment.

We are looking for someone join the Site Team and take on the role of Cleaning Supervisor. The successful applicant will work closely with the Estate Manager to deploy our dedicated team of cleaning staff to continue the enhancement of the learning environment for our students and staff. Your priority will be to ensure the school buildings are welcoming, smart and cleaned to a high standard for all students, staff, parents/carers and visitors.

You will provide day to day supervision of the cleaning staff team to ensure a high standard of cleaning is maintained throughout the school. This role requires someone who is physically fit and able to bend and do light lifting or moving of furniture. In addition, good communication, organisational and time management skills are required with the ability to work independently and as part of a team. You must be trustworthy and able to demonstrate high levels of integrity.

If you have experience of cleaning duties and supervising a team of people, are a team player and relish the opportunity to contribute to creating an excellent working environment at our school, this would be an exciting opportunity for you.

To discuss options and flexibility of hours please call Jordan Jedrzejczyk on 01628 625308.

In order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 26th September at midday
Interviews will be held as soon as is practicable



Cleaning Supervisor

Job Description: Cleaning Supervisor

Line Manager:	Estate Manager
Supervision:	Day to day supervision of cleaning staff including adult and student cleaners (approximately 20 in number). Supporting the Estate Manager in the line management of cleaning staff.
Main Purpose of Role:	To supervise the team of school cleaners to ensure a high standard of cleaning is maintained throughout the school.

Main Responsibilities:

1. Working with the Estate Manager, establish and put in place cleaning schedules and assign cleaners to their duties.
2. Support the Estate Manager with recruitment and management of cleaning staff.
3. Advise and train new cleaning staff outlining their allocated areas and specified standards.
4. Ongoing training of all cleaning staff on general cleaning procedures and methods ensuring staff adhere to procedures. Recommend changes in procedure as the need arises.
5. Carry out regular inspections of all areas to ensure a high quality of cleaning standard is maintained throughout the school.
6. Undertake cleaning of own allocated areas in line with specified standards.
7. Operate/oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training.
8. Monitor and maintain allocated equipment and materials and report any damage etc to the Estate Manager.
9. Monitor quantities of cleaning products and equipment and inform the Estate Manager when replenishment is needed.
10. Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to the Estate Manager immediately.
11. Maintain good working relationships with the cleaning staff team. Encourage and motivate staff to achieve high standards of work.
12. Remain up to date with school policies so you can communicate these to cleaning staff.

OTHER

1. From time to time, supervise/undertake cleaning programmes during school closures or other designated periods.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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Cleaning Supervisor

Person Specification: Cleaning Supervisor

	Essential	Desirable	How to be tested
Qualification criteria: 1. Eligible to work in the UK.	✓		Application form
Experience of: 1. Working in a cleaning role. 2. Working in an educational environment. 3. Supervising others. 4. Working with Control of Substances Hazardous to Health (COSHH) regulations relating to cleaning processes.	✓ ✓	✓ ✓	Application form and interview
Behaviours, Skills and Strengths: 1. A methodical approach to cleaning which is organised, efficient and thorough. 2. The ability to deliver quality cleaning standards working independently and leading a team. 3. Excellent interpersonal and communication skills. 4. A positive and approachable manner. 5. Good numeracy and literacy. 6. An excellent eye for detail. 7. Physical abilities, including being able to work on your feet for long periods of time, as the job may involve lifting, reaching and bending. 8. Adaptability to change and a willingness to adopt new processes and ideas. 9. Able to demonstrate high levels of honesty, confidentiality and integrity at all times.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children.	✓ ✓		DBS Process References