Walhampton
INDEPENDENT PREPARATORY SCHOOL

Job description

Housekeeping Supervisor

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
Organisational Information:	Reporting to:	Facilities Manager
Summary of the role:	• To supervise the school housekeeping (cleaning) team and work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager. • To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.	
Main duties and responsibilities:	• To supervise the school housekeepers ensuring their work is completed to an agreed schedule and to a required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing the HR department promptly of any absences. • Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards. • To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners. • 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. • Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training, also ensuring other members of the cleaning team have received appropriate training before use. • Liaise with the Facilities Manager, Head of Estates and Operations and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets. • To manage the stock levels of equipment and materials and to request orders as needed via the Facilities Manager. • Be aware of and use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should NEVER be mixed with other chemicals). • To ensure all cleaning equipment and materials assigned are safely maintained and stored.	

	• Where practicable ensure windows and doors are closed and locked when leaving rooms. • Report to the Facilities Manager any defects seen, likely to effect security i.e. broken windows, window catches. • To ensure that all staff comply with Health and Safety Legislation, school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. • To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Facilities Manager. • Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers, open toe sandals and flip flops are not acceptable as they may create a Health & Safely risk. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head of Estates & Operations/Head within the grading level of the post and the competence of the post holder.
Terms & Conditions	This is a part-time, year-round role, working 4.00pm to 9.00pm, Monday to Friday (25 hours per week). Additional hours during school holidays and at weekends may be available by mutual agreement to support events and wider school operations. All other terms and conditions are those as referred to in your letter of appointment and contract.
Safeguarding	The posts holder's responsibility for promoting and safeguarding the welfare of children and for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding and other policies at all times. If in the course of carrying out these duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (DSL) or to the Head immediately.