



Job Description – Evening Cleaning Supervisor - Akeley Wood Senior School

Job Title:	Evening Cleaning Supervisor
Reporting To:	Housekeeper
Department:	Maintenance
Scope:	Akeley Wood School
Working hours:	5.00pm to 8.00pm Monday – Friday

Working with us

Achieving more than you believed possible – that’s what constitutes a quality education. As one of Cognita’s UK Schools it is what we strive for in Akeley Wood School. We want it for our children, and we want it for the people who work for us.

Cognita was launched in 2004, and has built an international network of 64 schools that serve some 27,500 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with its ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension.

Akeley Wood School is the largest of the UK Schools and caters for pupils from 1- 18 years. We are a rural yet modern co-educational through school, based on three sites in beautiful settings with inspiring Grade II listed buildings. We focus on developing each child individually with tailored learning goals and objectives, supported by a broad choice of curriculum

Job summary

The Evening Cleaning Supervisor for Akeley Wood Senior School is required to ensure that all facilities at the School for which the Evening Cleaning staff have been given responsibility are cleaned and maintained to the highest achievable standards of hygiene and tidiness on a daily basis. In addition to their own cleaning duties, s/he will be responsible for overseeing the performance of each individual Cleaning staff member, providing guidance and instruction as and where necessary, and also for assisting and advising the School’s Housekeeper with the administration and organisation of the Evening Cleaning services including ensuring that all necessary cleaning materials are available. Ensuring that all Health and Safety measures and requirements are met and adhered to will also be an essential part of the role.

Key Responsibilities

- To have the responsibility for the practical organisation of the day to day cleaning operation at the School site.
- To check on a daily basis that all areas of the School are cleaned to a satisfactory standard
- To guide and direct members of the Evening Cleaning staff in the fulfilment of their duties and to organise staff where necessary to cover for absentees
- To monitor stocks of cleaning equipment and materials in order that orders can be placed on a timely basis.
- To organise appropriate training for all cleaning staff.
- To ensure that the specific areas or facilities for which s/he are personally responsible are cleaned and maintained each day to the highest standards of cleanliness and hygiene by undertaking inter alia the following duties:
 - Spot cleaning of spillages
 - Washing of floors, walls, etc.
 - Sweeping.
 - Vacuum cleaning.
 - Emptying of litter bins.
 - Polishing and dusting of designated areas and fixtures and fittings using, where appropriate, powered equipment.
 - Wiping furniture, ledges, pipes, paintwork, doors, windows, telephones and polishing door glass
 - Cleaning toilets and shower areas including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
- To report immediately to the Housekeeper any defects or hazards found during the course of undertaking cleaning duties
- To maintain cleaning staff attendance logs and timesheets for submission to the Housekeeper.
- To assist with the induction procedures for all new Cleaning staff.
- To ensure that Health and Safety regulations are adhered to at all times
- To ensure that safe working practices are applied at all times
- To identify formal and informal training needs for all cleaning staff.
- At the discretion of the Head the School Business Manager or Housekeeper such other cleaning duties as may reasonably be requested or required

Principal working relationships

Internal

- Head and Senior Leadership Team;
- Housekeeper;
- Teaching Staff;
- Administration;
- Caretaking and Site Management Staff;
- Pupils.

External

- Cognita management and staff;
- Parents;
- Visitors;

- External contractors.

Person specification

- Takes pride in a job well done, committed to achieving high standards of cleanliness and hygiene;
- Punctual, reliable and trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information;
- The ability to work unsupervised, to manage time effectively and to prioritise work during peaks of commitment;
- The ability to work as part of a team and to assist others where required;
- Good organisational skills;
- Attention to detail;
- Well presented appearance and professional manner;
- Willingness to undertake any training relevant to the role;
- Maturity and a calm friendly manner even when under pressure;
- Experience of working in a school or with young people would be desirable

Remuneration

- Competitive Salary and monthly attendance bonus for absence of no more than one evening duty
- Contributory Pension Scheme
- Professional development
- School fee discount

Training and Development of Self and Others

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own improvement.

General requirements

All School staff are expected to:

- Maintain highest professional standards of appearance, punctuality, and conduct
- Forge positive, courteous relations with pupils, parents and colleagues.
- Act with integrity and ensure that confidential and sensitive issues are dealt with in an appropriate manner.
- Work towards, and support, the vision and the current objectives outlined in the School Development Plan.
- Support and contribute to the School's responsibility for safeguarding students.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Engage actively in performance management
- Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

- Comply fully with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- Ensure that security procedures are upheld.

Checks:

“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”

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