



Augusta Close. Darlington, DL1 3HT
Tel: 01325 240499
Email: admin@whinfield.net

POST TITLE:

Cleaning Supervisor
(Permanent 16 hours per week
3.30pm - 6.45pm (6.30 on Friday)

GRADE:

Band 3 (point 5) £10.01 per hour

REPORTING
RELATIONSHIP

Reporting to the Caretaker

JOB PURPOSE:

Primarily this role is to ensure that the school is cleaned and maintained in line with the school's quality procedures and work programmes in a safe and efficient manner. However, the postholder is also required to cover for the caretaker absences and holidays.

Duties will include daily cleaning; monitoring and supervising of cleaners and giving direction as appropriate including setting rotas, ordering necessary supplies and stocks.

Whinfield Primary School is a 'good' school, (Ofsted 2017) with a visionary, committed and enthusiastic staff who are striving to deliver the very best educational opportunities to our children and their families.

The Governors of Whinfield Primary School wish to appoint a **Cleaning Supervisor for 16 hours per week**, whole year to provide effective cleaning and facilities management support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. This is a key role in our facilities team, supporting the Caretaker by carrying out daily cleaning duties, line managing the cleaning staff and in the caretakers absence opening / locking the school, undertaking routine maintenance, such as changing light bulbs and fuses and accepting / moving deliveries.

The grade of this role reflects the requirement to be responsible for covering the caretaker's duties as and when appropriate.

There will be occasions when flexibility and additional hours will be required to accommodate any evening or special events with parents/carers, pupils and staff e.g. parent evenings.

The successful applicant will:

- Have previous cleaning experience with the ability to understand and comply with the COSHH Risk assessments
- A clear vision and understanding of the needs of a school and how important the cleaning role is.
- The ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practises
- Have good written and verbal communication skills, including email and electronic communication.
- Experience of working with a wide range of people
- Be flexible in their approach and work well as part of the team.
- Support the wider aspects of school life.
- Have ideas and, very importantly, a good sense of humour!

Whinfield is an inclusive, caring and friendly school and is committed to equal opportunities. You will join our dedicated, friendly and motivated team who are passionate about delivering a warm and friendly welcome to pupils and parents/carers, as well as enabling our School to continue its journey towards outstanding.

If you feel that you are an excellent cleaner who can supervise our small team of cleaners then we would like to hear from you.

The governors and leaders of Whinfield Primary School recognise and value the exceptional commitment and goodwill all staff bring to our school and offer additional benefits including access to:

- Local Government Pension Scheme (school contributes)
- Childcare Voucher Scheme (Darlington Borough Council)
- Subsidised onsite breakfast and after school childcare for working parents with pupils at Whinfield
- Bike to Work Scheme (Darlington Borough Council)
- Secure cycle storage • Free car parking
- Free wellbeing support and medical treatment (exclusions apply)
- Continuing Professional Development

Whinfield Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment

checks will be carried out, including a self-disclosure form, references will be sought, and successful candidates will be subject to an enhanced DBS check, and other relevant checks with statutory bodies.

Application packs are available from the school website www.whinfield.net
Please return completed applications directly to the School Office
admin@whinfield.net

Closing Date: 12noon on Friday 21st May 2021.

Interviews will take place remotely using Microsoft Teams

**CLEANING SUPERVISOR
MAIN DUTIES / RESPONSIBILITIES**

Post holders working to this job description may undertake any of the following main duties and responsibilities.

1. Carry out cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, dog foul, graffiti removal)
2. To clean all allocated areas which may include any or all of the following:
 - Toilets and washrooms
 - Offices and classrooms
 - Corridors and walkways
 - School Halls
 - Staffrooms
 - Kitchens

(Please note this list is not exhaustive)
3. Supervisory responsibility of Cleaning Operatives including:
 - Checking of Cleaning Operative's timesheets and submitting salary paperwork to relevant school officer
 - Monitoring work rotas to ensure an efficient service is available and when and where necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence (annual leave, sickness etc)
 - Authorisation of annual leave for Cleaning Operatives
 - Service induction of all new Cleaning Operatives
 - Maintain Cleaning Operative's training records and arrange / deliver training as appropriate
 - Undertake Cleaning Operative's performance development review assessments in line with school policy and procedure.
4. Responsibility for cleaning equipment and materials including:
 - Maintain general paperwork relating to stock orders and stock levels and order materials and equipment when necessary
 - General inspection of equipment and tools used by the Cleaning Operatives (including Vacuums, Wet Dry Pick Ups and Buffing Machines)

and arrange for general service maintenance checks to be undertaken when required and make arrangements when necessary to repair faults

5. To assist with lock / unlock school buildings and areas to cover the caretaker absences and when required to ensure the school site is accessible when needed and secured correctly, following appropriate procedures.
6. Assist the caretaker with regular security checks in the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
7. Assist the caretaker to carry out minor maintenance repairs in the school buildings and to school equipment as instructed, for example: changing fuses, removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, unblocking school toilets, replacement of broken locks / bolts, removal of rubbish and debris, erection of shelving, notice / display boards, hanging of pictures (please note that this list are examples only, and is not exhaustive).
8. Assisting with ensuring that school walkways and designated play areas are clear of snow and icy patches in poor weather.
9. Assist with operation and maintenance of the heating system to ensure a warm and comfortable environment is provided for staff and pupils and adjusting heating levels according to seasons and holiday periods.
10. Porterage of supplies and deliveries made to the school and the movement of large items, around the school as directed by other school staff.
11. Monitor and supervise the work of the cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
12. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
13. The post holder must carry out his/her duties with full regard to the Council's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

14. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
15. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL WHINFIELD PRIMARY SCHOOL AND DARLINGTON BOROUGH COUNCIL POLICIES, INCLUDING THE NO SMOKING POLICY.

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FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Date: April 2021

WHINFIELD PRIMARY SCHOOL
PERSON SPECIFICATION: **Cleaning Supervisor**

ESSENTIAL			DESIRABLE	
	ATTRIBUTE	Stage Identified	ATTRIBUTE	Stage Identified
Qualifications & Education	Basic numeracy and literacy skills (<i>GCSE</i> or Equivalent in Maths and English)		To have served a full apprenticeship in cleaning, electrical, building, mechanical or equivalent discipline.	AF/I/R
Experience & Knowledge	<p>Previous cleaning experience in either a school, industrial or contract setting</p> <p>Knowledge of Health and Safety at work practises and legislation including <i>COSHH</i> and manual handling procedures and precautions.</p>	AF/I/R	<p>Previous Supervisory experience</p> <p>Manual Handling experience and training</p> <p>Knowledge of school policies</p> <p>At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work</p> <p>Awareness of health & hygiene procedures</p>	AF/I/R

Skills	<p>Ability to develop good working relationships and communicate effectively both verbally and in writing to other school staff and/or contractors.</p> <p>Ability to maintain high standard level of cleaning</p> <p>Ability to work methodically thoroughly and to a consistent high standard to ensure cleaning is carried out effectively and efficiently</p> <p>Ability to respond to changing priorities</p> <p>Ability to work as part of a team and on own and prioritise own workload</p> <p>Ability to use email confidently as a form of communication</p> <p>Ability to work under pressure to meet deadlines.</p>	AF/I/R	<p>Previous experience of using a range of different cleaning equipment and tools</p> <p>Manual handling training and experience</p> <p>Ladder Safety training and experience</p> <p>Use of specialist equipment e.g cleaning machines and power tools</p> <p>A wider knowledge of using IT to communicate eg. Meeting via Teams, etc.</p>	AF/I/R
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Personal Attributes	<p>Flexible approach to working arrangements in line with the duties of the post</p> <p>Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed</p> <p>Ability to undertake the physical requirements of the post</p>	AF/I/R		
Special Requirements	<p>Ability to form and maintain appropriate relationships and personal boundaries with children</p> <p>Suitability to work with children</p>	AF/I/R/D		

Key - Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references, medical clearance and enhanced DBS and other relevant checks with statutory bodies.