



## Job Description

**Job Title:** Cleaning Supervisor  
**Department:** Domestics  
**Responsible to:** Domestic Services Manager  
**Last reviewed:** September 2022

### Job Outline

To undertake cleaning and supervisory duties of teaching areas, public rooms, offices and sport facilities at Haileybury during the early morning hours of cleaning services and to the satisfaction of the Domestic Services Manager. The Supervisor is responsible for supervising the work of a small “flow” team of cleaning colleagues.

To supervise and work alongside the Domestic Services Manager and the cleaning team, including the allocation of workloads, monitoring progress and performance, supervising the periodic calendar, determining work priorities, employee issues, absence recording and monitoring, paying particular attention to productivity, timekeeping and quality control.

The nature of a 24 hour a day, 7 days per week boarding school requires staff to work flexibly and as the School is used by pupils at weekends, which is also the time most parents visit, there may be a requirement for the post-holder to work early mornings, evenings and weekends.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School’s annual performance review process.

### Duties

1. The supervision of all cleaning staff focussing on their performance in terms of standards of cleanliness and their behaviour whilst on duty.
2. To deputise for the Domestics Services Manager when required.

3. To conduct quality reviews to ensure consistency of standard across the site.
4. To meet regularly (at least once a term) with each member of the cleaning team to ensure colleagues feel well supported.
5. Working as part of a team and supervising the cleaning of the premises, ensuring they are kept in a clean and hygienic condition. Duties will include the organisation and carrying out of tasks within the team, such as cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting designated areas (which may include toilets and associated facilities). Powered equipment will be used where appropriate.
6. Ensuring that a first class cleaning service is delivered to all areas.
7. Review work schedules and adhere to existing working practices, methods and procedures.
8. Ordering of cleaning materials, control and monitor the correct use of appropriate cleaning materials and equipment in the respective areas.
9. Monitoring of all cleaning activities and checking for incoming cleaning requests and dealing with them accordingly.
10. Carrying out any stock checks on equipment and materials required.
11. Complying with all relevant health and safety legislation, policies and procedures.
12. Maintaining confidentiality, observing data protection, and associated guidelines where appropriate.
13. Assisting with the induction, training, development and appraisal of new and existing domestic employees at Haileybury, to promote good employee relations and operate within company procedures and legislation.
14. Attending meetings, training workshops and other training courses as required.
15. Carrying out any other reasonable duties and responsibilities within the overall function, commensurate with the responsibility of the position.
16. Authorising, allocating, recording staff absences and ability to make last minute changes to cleaning rota due to unplanned absences/events.
17. Assisting with general administrative support in the Domestic Services Manager's absence.

## **Other Requirements**

### *Safeguarding and Child Protection*

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Cleaning Supervisor  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
• Good general level of education (to GCSE level or equivalent)	✓	
• BICSc Cleaning Qualification		✓
<b>Knowledge, Skills and Experience</b>		
• Good computer skills (Microsoft Office, Google Suite)	✓	
• Good numeracy and literacy skills		
• An understanding of management techniques, Health and Safety, organisations methods and trouble shooting		✓
• Ability to implement and adhere to standards and procedures	✓	
• Experience of leading a team	✓	
• Experience in a cleaning environment in a medium / large organisation	✓	
• Previous experience of supervising a team	✓	
• Ability to use a variety of general electrical equipment	✓	
• Ability to work in a way that promotes the safety of young people	✓	
<b>Personal Attributes</b>		
• Excellent communication skills with all relevant client groups, both internally and externally	✓	
• Well organised with the ability to prioritise work to deadlines	✓	
• Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
• Highly articulate and confident	✓	
• Accurate with an eye for detail	✓	
• Confident, self motivated and proactive	✓	
• Willingness to work flexibly when required	✓	
• Conscientious, trustworthy and reliable	✓	