



JOB DESCRIPTION

<i>Job Title:</i>	Cleaning Supervisor
<i>Responsible to:</i>	Facilities Manager
<i>Works for:</i>	Whole School
<i>Hours:</i>	<p>6.30am until 1.00pm on Mondays to Fridays</p> <p>Please note that:</p> <ul style="list-style-type: none">• Some weekend work may be required at key points in the year, e.g. the weekend at the end of the Easter and Summer terms before our Lets arrive.
<i>Salary:</i>	Hourly rate given on application
<i>Job Purpose:</i>	<p>To support the Facilities Manager with the smooth running of the Domestic staff team and to deputise when the Facilities Manager is not in school.</p> <p>Responsible for supervising the cleaning within the whole College campus (excluding the Catering areas) and specifically:</p> <ul style="list-style-type: none">• Non-residential teaching areas, including Highfield – Prep and Pre-School;• Residential and boarding houses and the Wellness Centre• Sports department including swimming pool• Laundry.
<i>Main Duties</i>	<p>To ensure that all areas are cleaned, equipped and prepared for all functions and holiday lets.</p> <p>To deputise for the Facilities Manager in their absence.</p> <p>To ensure that there is adequate staff cover in all areas at all times and co-ordinating the requirements for cover during holiday lets with the Facilities Manager.</p> <p>To assist the Facilities Manager in the day-to-day running of the cleaning facilities and report problems as they arise.</p> <p>Issue and file cleaning procedures and schedules.</p> <p>To clean areas of school to cover periods of annual leave and sickness.</p>

To ensure all Health and Safety/Hygiene regulations are complied with and that hygiene in food preparation areas outside the main school Catering department is maintained to a standard commensurate with the Food Act 1997.

The ability to provide high quality supervision, training and support to cleaning staff to ensure they are properly monitored and developed to achieve the required level of service.

To be aware of and implement HLC Health & Safety policy at all times, reporting accidents in accordance with that policy.

To obtain and maintain cleaning equipment and supplies and replenish as required, with common sense cost control.

To perform any other reasonable and appropriate duties as directed by the Facilities Manager.

*Person
Specification*

Essential:

Skills and Knowledge:

- Excellent cleaning skills and eye for detail
- Previous experience of supervising a cleaning team
- The ability to implement and adhere to standards and procedures
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- Proficient across IT systems

Experience:

- Cleaning.

Personal attributes:

- Professional
- Team focussed
- Able to manage others when required
- Meticulous
- Calm
- Industrious.

Desirable:

Experience:

- Managing a team
- Working in a school or education environment
- Previous experience in a cleaning environment at a senior level.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-

employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.