

# St Andrew's Prep

## EASTBOURNE

### JOB DESCRIPTION

**Job Title:** Evening Cleaning Supervisor (part time)

**Responsible To:** Estates Manager

**Responsible For:** Evening Cleaning Team

**Job Summary:** The post holder will be responsible for providing the effective supervision of the evening cleaning team across all areas of the school. In addition, the post holder will assume responsibility for the locking of the campus used by evening hirers and team members.

**Budget Responsibilities:** Whilst the Cleaning Supervisor will not hold a direct budget the post holder will assist the Estates Manager with:

- Stock control
- Cleaning equipment needs
- Staff training

### Duties and Key Responsibilities

#### Cleaning and supervision

- Ensure and maintain good standards of cleaning when cleaning own areas around the school throughout the year, including holiday periods when the school is hired to others.
- Oversee the levels of cleanliness to ensure they meet the school's general and specific cleaning standards
- Plan and oversee deep cleaning work carried out in holidays, in consultation with the Estates Manager.
- Challenge, support and develop team members where cleaning standards are not being maintained
- Ensure the team are deployed effectively across the campus as required
- Provide cover for the cleaning team as required
- Receive and approve, in consultation with the Estates Manager, annual leave requests to ensure that sufficient resources are available at all times
- Provide internal and external training to department staff in consultation with the Estates Manager or H&S Officer.
- Maintain the cleaning department work schedule taking account of available resources and the demands of the school
- Request any overtime and use of agency staff through the Estates Manager
- Follow correct procedures, as directed by the HR Dept, for carrying out ID checks on agency staff before they commence work
- Carry out staff appraisals as directed by HR
- Monitor and report on timekeeping and unauthorized absence to the Estates Manager and HR email address
- Ensuring full support to the Facilities team for the delivery of the cleaning service to the Summer Letting programme.

### Health and Safety

- Continuously demonstrate a commitment to health and safety
- Ensure the cleaning team are committed to all health and safety issues and that their daily duties are carried out in a way which meets all health & safety requirements
- Be integral in the production of risk assessments, method statements and safe systems of work for the cleaning department.

### Cleaning stores:

- Liaise with the Estates Manager over the control of stores and adequacy of cleaning supplies and equipment
- Check stock levels and submit stock requests to the Estates Manager in good time
- Oversee issuing of stock items to the team from the main store

### Building security

- Ensure buildings are checked and locked following evening hirers
- Be available to provide assistance and support to a hirer or the boarding house staff in the event of an emergency
- Ensure buildings are locked and alarmed once cleaning has finished for the evening (two members of staff finish their shift later)
- Ensure the team manages energy usage effectively at night, e.g. turning off lights when finished, etc.
- Enable and disable security alarms as appropriate, and act as the first point of contact for the facilities in the event of a fire or security alarm, when on duty.

### General

- Act as the emergency first aid at work responsible person
- Keep first aid training up to date
- Be fully conversant with the school's emergency procedures as instructed
- Undertake manual handling training where appropriate
- Undertake any other task which may be reasonably requested by the Estates Manager in order to maintain the cleanliness of the school
- To foster positive and professional working relationships within the department and the whole school and at Eastbourne College
- To maintain confidentiality regarding school business, staff and personnel issues
- To participate in professional development activities as required
- To maintain some flexibility in working practices so that the smooth running of the school is not jeopardized.

### Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- This role may require the post holder to be aware of protecting the physical safety of pupils and at times be in a setting that requires them to respect the privacy of pupils. They may be the responsible adult in a scenario and must be aware of all relevant procedures in that setting.

- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

### Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of general cleaning procedures</li> <li>• Willing to lead by example, setting and maintaining high standards</li> <li>• Experience of working with cleaning equipment, including floor buffer machines.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of cleaning in a large, multi-use site</li> <li>• Experience of supervising a team</li> <li>• Experience of working in an educational setting</li> <li>• Ability to manage a cleaning store and knowledge or experience of stores ordering.</li> </ul>
<ul style="list-style-type: none"> <li>• Willingness to undertake training programmes as required for the job, e.g. COSSH, risk awareness, emergency first aid at work, manual handling etc.</li> <li>• Be willing to undertake Health &amp; Safety Regulations training (provided by the College).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH</li> <li>• Experience of first aid at work</li> <li>• Knowledge and experience of following assessments.</li> </ul>
<ul style="list-style-type: none"> <li>• Work as part of a team</li> <li>• Liaise effectively with all staff</li> <li>• Work without day to day supervision on your own initiative</li> <li>• Work to demanding and often very tight schedules</li> <li>• Be flexible in the duties undertaken and to work within all reasonable requests.</li> </ul>	

### Terms and Conditions

**Salary:** £14,300 per annum (based on £11.00 per hour)

**Hours of Work:** Start time from 4.30pm with a finish time of 9.30pm (25 hours per week). Start and finish times can be negotiated by arrangement within reason. Monday to Friday, permanent contract, all year round.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department).

**Holiday:** Five weeks paid annual leave plus Bank Holidays to be taken by arrangement with the Estates Manager.

**Other benefits include:**

- Life Insurance
- Employee Assistant Program
- Annual pay review

## Safeguarding & Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

## Application Process

To apply, please follow the link below to complete the online application form:

<https://www.cognitoforms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Or visit [www.standrewsprep.co.uk/contact/employment-opportunities](http://www.standrewsprep.co.uk/contact/employment-opportunities) and click the 'Apply Now' button.

For further information please contact Marian Piper, Recruitment & HR Projects Manager by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

Closing date: 20 May 2022

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment.