



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

ASSISTANT CLEANING SUPERVISOR

Section:	General Services Department	Salary:	£17,460 pa
Responsible to:	Cleaning Supervisor	Hours of Work:	Full-time
Status of position:	Permanent	Annual leave:	25 days

I. INTRODUCTION

Shrewsbury School, founded in 1552, stands on an extensive site in the Kingsland district of Shrewsbury, looking over the River Severn to the old part of the town. There are currently approximately 790 pupils in the School, of whom 80% are boarders. In September 2014 the School moved to full co-education with currently 30% of pupils being girls

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar, who is responsible for support staff employees, is supported by a Heads of Department team, which includes the Head of Human Resources, Financial Controller, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

2. MAIN PURPOSE OF ROLE

To be responsible, in liaison with the Cleaning Services Supervisor, for the supervision of Cleaning Assistants in our boarding houses.

3. LEVEL OF POSITION

The Post holder will report directly to the Cleaning Services Supervisor who is responsible for day-to-day Line Management including appraisal reviews, training and development and health and safety.

4. DUTIES AND RESPONSIBILITIES

- To be responsible for supervising a team of boarding house cleaning staff in liaison with the Cleaning Services Supervisor.
- To be responsible for the daily schedule / monthly productivity plan of the boarding house cleaning staff.
- To plan, direct and co-ordinate the operation of the team under your control to ensure deadlines are met each day, week, and month. These operations will include a plan to ensure that the “Job of the Day” is communicated and completed by the team to improve cleanliness / productivity in all areas under your control.
- To liaise with the Cleaning Services Supervisor about staff time sheets, ensure that any self-certification sick notes are completed or Doctors notes are submitted regarding your staff sickness to the Cleaning Services Supervisor promptly. To assist the Cleaning Service Supervisor if required to undertake any ‘return to works’ interviews as necessary, submitting completed form to the General Service Manager’s Office and drawing attention to any changes needed to working practices.
- To be the first point of contact with regards to the solving of difficulties that arise within your designated area on a day to day basis and to liaise directly with the Cleaning Services Supervisor/General Services Manager to resolve any problems that may arise with the personnel, equipment, safety or other matters connected with the services or the fabric of the building.
- In liaison with the Cleaning Services Supervisor, organise the daily rota in accordance with the daily workload and the service of School, and to make any adjustments as necessary to ensure that both Department has adequate cover (ie: workloads, emergencies, sickness etc.)
- To liaise with Matrons and other employees regarding their requirements and deadlines.

- To ensure that supplies are adequately stocked to support the departments but keeping a clear eye on cost control and overstocking particularly in boarding house stores across the sight. Conduct ad hoc spot checks of all house cleaning supply cupboards to check for overstocking and non-school cleaning products, action appropriately.
- To report any machine breakdowns to the Estates Department.
- To be responsible for staff's timesheets being submitted to the Cleaning Services Supervisor on time and that timesheets are checked so that salaries are paid correctly.
- To contribute proactively to the overall performance of the Boarding house cleaning teams assisting in continuous service improvements.
- To carry out and/or participate in Shrewsbury School's boarding house cleaner's appraisals and development procedures in liaison with the Matrons, and Cleaning Services Supervisor and General Services Manager in regard to training requirements.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To support the Commercial Lets programme through the Easter and Summer Holiday periods with cleaning support and Laundry assistance. Working 5 days out of 7, and some weekends are required to deliver the programme requirements.

Training and communication:

- To be prepared to attend training courses as and when required. Courses may be held away from your normal place of work.
- Information and communications received from the Cleaning Services Supervisor, General Services Manager, or other members of the Senior Management of the School should be acted upon and responded to appropriately.
- To adhere to all Health and Safety policies, practices and procedures and bring to the immediate attention of the Cleaning Supervisor any activity or occurrence which may prove a danger to yourself or others

Health & Safety:

- Whilst none of the tasks to be performed are particularly arduous, the Assistant Cleaning Supervisor will need to be reliable and flexible to undertake the work asked of them.
- In performing your duties due care and attention should be given to Health and Safety and COSHH issues i.e. when wet mopping or polishing a floor suitable warning signs must be displayed at all access points to the work area, PPE supplied must be worn when necessary for any aspects of the works that you are asked to undertake, possible faults with equipment or issues with working practice should be drawn to the Estates Department attention immediately. All those employed by Shrewsbury School have a duty of care to themselves, and all others on the site, to carry out their work in a safe and considered manner. The Assistant Cleaning Supervisor will be expected to work on their own initiative for a great deal of the time.

Uniform:

- No formal uniform is provided but suitable polo shirts / tabards will be supplied. All employees of the School are required to dress smartly in clothing appropriate to the nature of their employment. The School will supply a suitably embroidered fleece for use whilst at work this remains the property of the School at all times.
- Suitable personal protective equipment will be supplied should it ever be necessary.

Mobile Telephone:

- A mobile telephone and iPad are provided for use on School Business. The telephone should be 'on' at all times when the Assistant Supervisor is at work.

Contacts

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

5. TERMS AND CONDITIONS

SALARY:	£8.93 per hour, £17,460 per annum.
HOURS:	<p>This is a full-time position working all year round. Hours of work are 37.5 per week, 7am to 3pm working 5 days out of 7. The majority of hours will be carried out Monday to Friday however there will be occasions when weekend working will be required to support the operational requirements of the school.</p> <p>The post holder must show a degree of flexibility as there will be a requirement to work in accordance with business requirements.</p>
HOLIDAYS:	Annual Leave entitlement is 25 days per annum, and must be taken in School holidays.
SICKNESS:	The post holder will be able to join the School's contractual sickness scheme after the first six months of employment. Further details can be found in the recruitment guidance notes.
PENSION:	All support employees will be eligible to join Shrewsbury School's Pension Scheme subject to auto-enrolment Regulations.
LIFE INSURANCE:	The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
OTHER BENEFITS:	The post holder will enjoy the benefits of a free lunch in KH when the kitchen is in operation together with the use of the school's sports facilities when not in use by pupils.
DBS CHECK	The post holder will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.

Any offer of employment will be subject to satisfactory DBS Certificate, medical report, copies of relevant qualification certificates and three references before commencement of employment.



Person Specification

Assistant Cleaning Supervisor (Boarding Houses)

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to working with children in a boarding environment.

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
<u>Qualifications</u>			
Good standard of general education.	✓		A / D
To hold a full driving licence.	✓		A / D
A relevant cleaning qualification would be an advantage.		✓	A / D
To hold a current First Aid at Work Certificate (training can be given).		✓	A / D
<u>Work Experience</u>			
Worked in a similar environment previously would be an advantage or worked with children and young people before.		✓	A
Experience of working at a Supervisor or Head of Department level managing a large team of staff.	✓		A/ D/ I
Substantial knowledge and experience of cleaning on a large site.	✓		A/ D
Keen eye for detail and high expectation of cleaning standards.	✓		A / I
Must have experience of managing teams of staff; to lead and to also work within the team.	✓		A/ D/ I
Experience of operating industrial laundry equipment ie: dryers, washers, irons etc would be a distinct advantage		✓	A/ D/ I
Able to recognise hazardous situations/ materials and to respond accordingly.	✓		A/ I
<u>Specialist Knowledge</u>			
Able to demonstrate good knowledge and practice of Health and safety	✓		I

Description	Essential	Desirable	Method used
Awareness of Health & Safety at Work Regulations, especially Manual Handling and COSHH Regulations.		✓	A/ I
<u>Personal Attributes</u>			
Ability to work within a team and alone.	✓		D/ I
Leadership qualities to motivate staff.	✓		D/ I
Awareness and experience of managing change in the workplace.	✓		A/ I
Good customer care and interpersonal skills. Good understanding of the importance of service delivery.	✓		A/ I
Excellent organisational skills. Ability to prioritise workloads effectively.	✓		D/ I
Ability to remain calm when working under pressure and/or dealing with difficult situations.	✓		D/ I
Must be able to deal considerately with confidential information or sensitive situation.			
Ability to work unsupervised and on own initiative.	✓		D/ I
Must be reliable and a good time keeper.	✓		D/ I
Excellent verbal and written communication skills.	✓		A/ D/ I
Ability to make quick decision as situations change.	✓		D/ I
To be able to build positive relations with staff. To be able to command respect and not be afraid to implement the highest standards of cleaning, discipline and appearance.	✓		A/ D/ I
Must be able to challenge working practices. Ability to identify and continuously monitor levels of attention to detail within a team.	✓		A/ D/ I
<u>Other / Special Working conditions</u>			
The successful candidate must be willing to work additional/or varied hours to suit the business needs of the School.	✓		D/ I
Support and contribute to the ethos of the school.	✓		I
The successful candidate must be willing to undertake ongoing statutory training.	✓		D/ I