



APPOINTMENT OF

# CLEANING SUPERVISOR

AVERAGE 32.5 HOURS PER WEEK  
(SEASONAL VARIATION)





# HAMPTON SCHOOL

**Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.**

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Between 20 and 30 Hamptonians are offered places at Oxford and Cambridge annually and a good number move on to global top-10 universities; we also support pupils who wish to study at US and Canadian universities, some of whom achieve academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of

playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



# CLEANING SUPERVISOR

**A highly organised, energetic and reliable Cleaning Supervisor is required to take on this important role within Hampton's cleaning department.**

We are looking to appoint a Cleaning Supervisor to lead the Hampton School in-house Cleaning Team. The Cleaning department is currently made up of a Cleaning Supervisor, a Deputy Supervisor and circa 40 cleaning staff.

This is a great opportunity for a customer focused individual to join the School's cleaning team which is responsible for maintaining high standards of cleanliness across the School's academic, co-curricular and residential buildings, which covers six sites in Hampton, including a Boat House on the River Thames.

The successful candidate will have excellent communication and people skills and be able to demonstrate experience in a similar role, ideally with supervisory / team leadership experience. You will be responsible for the supervision of a team of cleaning staff focussing on their performance in terms of standard of work and cleanliness. You will also have a strong knowledge and appreciation of the importance of complying with Health and Safety standards in a work environment.

The position is permanent, part-time based at Hampton School and involves working 32.5 hours per week on a split shift from 5.30am – 9.00am and from 3.30pm to 6.30pm Monday to Friday during the Hampton School Term Time. Occasional weekend work may also be required. During the Hampton School holidays the working hours will change to 5.30am to 12.00am daily.

**Closing date for applications**  
Friday 8 September 2023

Further details about the post and an application form are available on the School website's vacancies page [www.hamptonschool.org.uk/contact/jobsvacancies/](http://www.hamptonschool.org.uk/contact/jobsvacancies/).



# KEY RESPONSIBILITIES

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**The successful applicant will be required to carry out the following duties:**

## **Supervisor Responsibilities**

- Manage all aspects of the Cleaning Department, as required
- Supervise cleaning staff on a day to day basis, ensuring that cleaning duties are carried out throughout the School in an effective and efficient way to meet required standards
- Ensure that cleaning staff adhere to School policies, procedures and legislation regarding cleaning, hygiene and health and safety
- Provide training to the cleaning staff to provide the highest possible standards of cleaning in all areas of the School's academic, co-curricular and residential buildings, which comprises of six sites in and around Hampton
- Escort cleaning contractors on site such as sanitary bin contractors
- Monitor attendance, absences and/or lateness of team members and provide records for payroll and HR
- Ensure all cleaning areas are suitably covered in the event of staff absences
- Supervise staff returning to work after absences and completing required Return to Work Forms
- Ensure the production of termly duty rotas for evening and weekend events
- Plan and supervise deep cleaning schedules during the school holidays
- Plan and supervise cleaning programmes throughout the School
- Issue cleaning supplies throughout the School
- Supervising and controlling usage and carrying out routine stock checks

- Maintain appropriate records of staff training
- Ensure regular cleaning supply orders as required
- Communicate with the Facilities Manager on any issues arising within the department
- Manage and conduct annual staff appraisals and development .

## **Cleaning**

- Responsible for managing or assisting covering the cleaning areas of team members if this is required due to staff absence or changing priorities within the School.

## **Other**

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster, Bursar and/or Deputy Head/Bursar in association with the above role.

## **Training**

- Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.
- Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the, Headmaster or anyone acting on their behalf.



## PERSON SPECIFICATION

**The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.**

- A commitment to the safeguarding and wellbeing of pupils at Hampton School
- Previous supervisory/team leader experience with the ability to effectively monitor staff performance and motivate a team
- Previous cleaning experience and the ability to carry out general cleaning duties as detailed above
- Proven experience in planning, scheduling and delegation of tasks
- Experience of managing safe use of cleaning chemicals and training staff on applicable safety data sheets and risk assessments for their role
- Ability to identify and continuously monitor levels of attention to detail within the team
- Proven organisational skills
- Clean Driving Licence
- Good written and spoken English and an ability to communicate and build rapport with all levels of staff
- Ability to work within a team or independently as required, to achieve specified standards
- Flexibility to adapt and meet changing demands and to prioritise work
- Excellent work ethic in relation to attendance, punctuality and reliability
- Able to manage time effectively to complete tasks to a high level
- To take pride in a job well done
- Ability to demonstrate an understanding of why customer care is important in employment and service delivery
- Experience of working in a busy team environment is essential
- Professional appearance and friendly/approachable and polite demeanour.



## HOURS

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The salary is for a part-time permanent position and involves working 32.5 hours per week on a split shift from 5.30am – 9.00am and from 3.30pm to 6.30pm Monday to Friday during the Hampton School Term Time. Occasional weekend work may also be required.

During the Hampton School holidays the working hours will change to 5.30am to 12.00am daily.

Additional hours and weekend work (including Bank Holidays) may also be required from time to time dependant on events at the School and you will be notified in advance by the Deputy Bursar or Facilities Manager. Any additional hours worked up to 40 hours per week will be paid at your standard hourly rate.

## TRAINING

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- Where necessary, to attend INSET training or undergo other on the job training under the general direction of the Head of Department or training outside the school to increase competence, proficiency and safety awareness

## SALARY

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The salary will be based on the Hampton School Scale for Support Staff and will be commensurate to skills and experience. The School also offers benefits such as pension, a Medicash plan, Death-in-service and a cycle-to-work scheme.

The Governors review salary Scales each year to ensure they remain competitive. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.



## EQUAL OPPORTUNITIES

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It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

## SAFEGUARDING

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The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**



**Closing Date: Friday 8 September 2023**

For an informal discussion about the role and requirements, please contact  
Human Resources [\*\*recruitment@hamptonschool.org.uk\*\*](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Further details about the post and an application form are  
available on the School website's vacancies page.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**