

# CLEANING SUPERVISOR

Permanent Contract

Required for: July 2023 or soon after

## Candidate Information



“The central aim of Dene Magna is that every learner shall achieve their maximum potential and enjoy the process”



Part of the Forest of Dean Trust (April 2020)



Dear Candidate,

Firstly, can I take this opportunity to thank you for taking an interest in working at Dene Magna School as our Cleaning Supervisor.

Hopefully, as you read this pack and when you visit us, you will begin to appreciate why we are all so proud of our school and what a special place it is to learn and work in. We want our amenities and classrooms to be hygienically clean, tidy and a pleasant place for students and staff which is why we employ a team of around 14 experienced in house cleaners.

We are looking to appoint a hardworking and dedicated Cleaning Supervisor for the school who has the excellent team leadership and operational management skills that will enable them to deliver a comprehensive cleaning service to ensure high standards of cleanliness and hygiene at all times.

This vacancy has arisen as our current Supervisor is retiring after 27 years of service to the school and whilst she will be missed, it is a great opportunity for you, if you feel that you have the skills and qualities that are documented in the job description and person specification in this pack.

In short, we are looking for someone who has great interpersonal and communication skills and can manage a team to get the best out of them. You will be professional at all times, with a positive and approachable manner. You will lead the team by example and be fair but also firm and have a methodical approach to cleaning that is organised, efficient and thorough.

We warmly invite you to contact us and make an appointment to come and visit the school and have a chat if you wish to, prior to application and to arrange this please call us on 01594 546030 or email [vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk). To apply for this position, download our application form from the vacancies page of our website and send this together with a letter explaining why you are the ideal candidate for this position to [vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk) by Friday 19th May. We are looking to interview the week commencing 22th June and appoint by Friday 16th June 2023 or soon after.

This is an opportunity not to be missed and we can't wait to hear from you.

Yours sincerely,

Stephen Brady  
Chief Executive Officer of the Forest of Dean Trust  
Headteacher of Dene Magna School

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Cleaning Supervisor</b>
<b>Job Details:</b>	Report to The Site Manager
<b>Contract</b>	Permanent and Term time only plus 2 weeks in the summer holidays for a deep clean of the whole school (plus holiday pay) = 50.5 weeks paid
<b>Contracted Hours:</b>	Term time hours are 15 hours a week, Monday to Friday 3.00 to 6.00 pm / Spring and Summer holiday deep clean over 2 weeks= 8 hours per day
<b>Salary:</b>	Grade 5 (Points 11-14) The full time equivalent is £24,054 to £25,409 and prorata part-time hours (0.39) = £9,381.06-£9,909.51 per annum
<b>Start Date:</b>	1st July 2023
<b>Responsible for:</b>	Standards of site cleaning and compliance with Health & Safety regulations.
<b>Purpose:</b>	To supervise a team of Cleaners and undertake cleaning of the school to ensure a comprehensive cleaning service is provided in compliance with the school schedule and practices and with regard to Health & Safety Regulations.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Supervise all cleaning staff</li> <li>• Report to the Site Manager</li> <li>• The practical organisation of the day to day cleaning operation</li> <li>• Inspection of standards and occurrence of cleaning</li> <li>• To monitor stocks of cleaning equipment and consumables, placing orders for new stock in a timely manner</li> <li>• To report any defects to the Site Manager to ensure health and safety procedures are followed and to enable repairs to be carried out</li> <li>• To comply with the Cleaning Schedule, Health &amp; Safety, Fire Regulations and other school policies.</li> </ul>
<b>Knowledge &amp; Understanding:</b>	Understands and applies Health and Safety procedures relevant to the job such as: manual handling; safe use of machinery and/or equipment; COSHH; First Aid and Hygiene Practice; lone working procedures and responsibilities

Accountabilities	Indicative tasks/actions
<ul style="list-style-type: none"> <li>Supervise cleaning team confirming they know their duties and carry out their work in accordance with the school schedule and Health &amp; Safety Regulations to ensure a high standard of cleanliness and hygiene are maintained on a daily basis</li> <li>Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc. to ensure high standards of cleanliness and hygiene at all times</li> <li>Make certain that problem areas identified receive priority</li> <li>Ensure the team undertake, towards the end of holiday periods, a complete 'deep' clean of all areas including, moving furniture to clean behind it, skirting boards, etc., to make certain that all areas are clean</li> </ul>	<ul style="list-style-type: none"> <li>Monitor standards in each area of the school and maintain records including areas of concern with evidence.</li> <li>Supervise all cleaning staff Report to the Site Manager</li> <li>Monitor the practical organisation of the day to day cleaning operation</li> <li>Inspection of standards and occurrence of cleaning</li> <li>Ensure deployment of cleaners is effective and efficient.</li> <li>Check work carried out by the Cleaners is of a high standard, is maintained as such and that daily cleaning logs are completed</li> </ul>
<b>Health and safety</b> <ul style="list-style-type: none"> <li>Comply with Health &amp; Safety, Fire Regulations and other school policies</li> </ul>	<ul style="list-style-type: none"> <li>Keep an up to date knowledge of developments and legislation that impact on the cleaning operation, identifying training needs for self and other cleaners</li> <li>Ensure all cleaners know Fire drills and evacuation procedures</li> <li>Understands and applies Health and Safety procedures relevant to the job such as: manual handling; safe use of machinery and/or equipment; COSHH; First Aid and Hygiene Practice; lone working procedures and responsibilities</li> </ul>
<b>Maintenance</b> <ul style="list-style-type: none"> <li>Report any defects to Site Manager to comply with health and safety and that procedures are followed and to enable repairs to be carried out</li> </ul>	<ul style="list-style-type: none"> <li>Maintain records of broken equipment, vandalism, graffiti and any issues effecting H&amp;S.</li> </ul>
<b>Stock and Resources</b> <ul style="list-style-type: none"> <li>Maintain adequate supplies of cleaning materials, re-ordering when is needed. Ensure other cleaners have the supplies they need to meet the establishments standards</li> </ul>	<ul style="list-style-type: none"> <li>Regular stock check will be taken and any issues are addressed with the site manager.</li> <li>To monitor stocks of cleaning equipment and consumables, placing orders for new stock in a timely manner.</li> <li>To report any defects to the Site Manager to ensure health and safety procedures are followed and to enable repairs to be carried out</li> <li>To comply with the Cleaning Schedule, Health &amp; Safety, Fire Regulations and other school policies.</li> </ul>
<ul style="list-style-type: none"> <li>Undertake any reasonable request commensurate the grading of the post, deemed necessary by the Head teacher to support the school</li> </ul>	



**Person Specification: Cleaning Supervisor – Dene Magna School**

<b>Practical Skills</b>	<b>Essential</b>	<b>Desirable</b>
Understands and is able to apply Health and Safety procedures relevant to the job such as: manual handling; safe use of machinery and/or equipment; COSHH; First Aid and Hygiene Practice; lone working procedures and responsibilities	Y	
Able to organise and prioritise own and other's workloads in order to achieve efficient outcomes	Y	
Excellent communication skills	Y	
Excellent organisational skills	Y	
High level of professionalism	Y	
Excellent person management and interpersonal skills	Y	
Able to show intuition and initiative	Y	
A good standard of literacy and numeracy	Y	
ICT skills. Word, E-mail, Internet	Y	
<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>		
NEBOSH / IOSH / CPSS / Any other Health & Safety Training		Y
COSHH Training <u>or must be willing to train</u>	Y	
<b>Experience:</b>		
Previous experience in a supervisory role	Y	
Previous experience of working in a school		Y
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Able to work effectively with minimal management guidance / supervision	Y	
Calm and professional disposition	Y	
Self-motivated and enthusiastic	Y	
Ability to work under pressure and meet targets and deadlines	Y	
Able to respond effectively to changing priorities	Y	
Able to manage a high volume workload and meet deadlines	Y	
A keen eye for detail	Y	
Willingness to accept responsibility	Y	
Willingness to learn and accept training	Y	
Reliable, honest and discreet	Y	

## JOB DESCRIPTION (continued)

### As a Trust we provide:

1. Competitive salary and clarity in the performance management process.
2. The opportunity to take on short or long term roles within the Trust that help us in our journey.
3. Comprehensive new staff induction.
4. Full support for CPD.
5. Free onsite parking.
6. On site dining hall.
7. Free use of the onsite Gym at Dene Magna.
8. A Duvet Day for staff who have been with us for more than one term.
9. A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied in order to meet the changing demands of the Trust; at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties.



## Safeguarding Information

Dene Magna School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.



## OUR VISION, VALUES AND ETHOS

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead, and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity that we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna, you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.

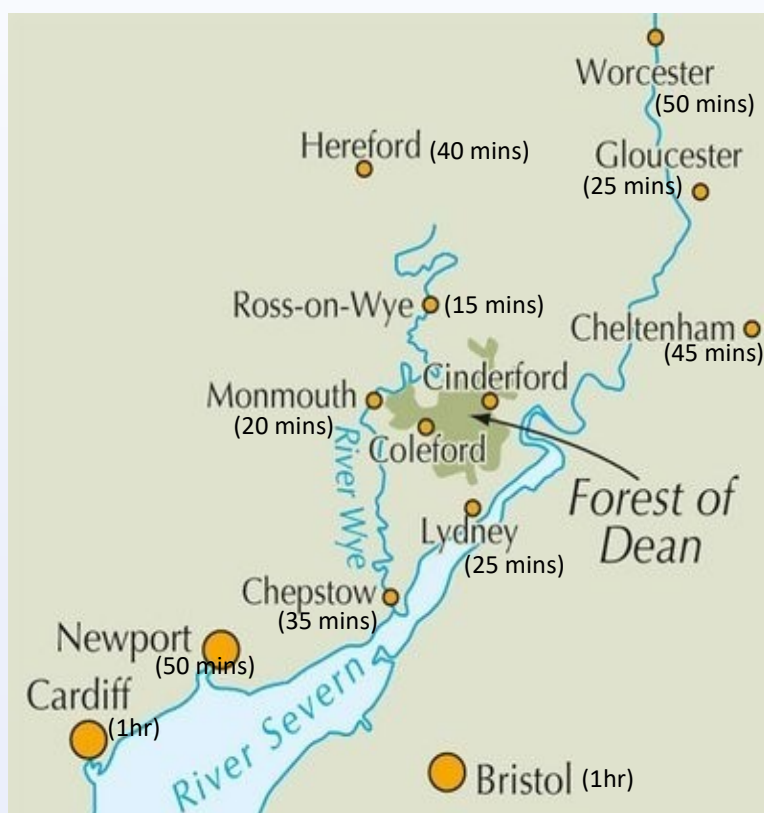




## ALL THROUGH JOURNEY...

Being part of the Forest of Dean Trust means that children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

## TRAVELLING TIMES TO GET TO US (approximate).



## DENE MAGNA SCHOOL & SIXTH FORM

Abenhall Road

Mitcheldean

Gloucestershire GL17 0DU

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[www.denemagna.gloucs.sch.uk](http://www.denemagna.gloucs.sch.uk)

