



## **Gordon's School**

### **Cleaner / Housekeeper Supervisor – Job description**

**Reports to:** Domestic Services Coordinator

**Hours:** 8.30am – 4.30pm, Monday to Friday (**NB** this role is ***not*** term time only)

#### **Main Purpose of the Job**

This role provides support to the Domestic Services Coordinator, who is responsible for the management of cleaners working in boarding houses and other School buildings, both in term time and during lettings to external companies.

The Supervisor will work with the Domestic Services Coordinator, to ensure that cleaning duties are carried out throughout the school in an effective and efficient way.

#### **Duties and Responsibilities**

- To ensure that cleaning staff adhere to School policies and legislation regarding cleaning, hygiene and health and safety. This will include monitoring and auditing staff performance and discussing any resulting issues with the Domestic Services Coordinator.
- To assist the Domestic Services Coordinator to identify and report any damage or maintenance issues that come to light in the course of their duties.
- To communicate regularly regarding housekeeping, staffing and legislative issues with the Domestic Services Coordinator, the cleaners and building users.
- To assist the Domestic Services Coordinator with training of new staff and to act as a mentor to staff joining the School's Domestic Services team.
- To carry out routine stock checks of cleaning stores, linen and other bedding items to ensure that appropriate stock levels are maintained.
- To carry out safety checks of cleaning equipment as required.
- To adopt a hands-on approach when appropriate: this includes daily cleaning duties, lifting and use of specialist equipment.
- To supervise and participate in all deep cleaning schedules, as required.
- Ensure that all cleaning materials are kept in a locked cupboard when not in use.
- Ensure cleaning cover is provided when staff are absent.

*The above list of duties and responsibilities is not exhaustive and may be altered from time to time.*

#### **Special Factors**

- Maintain a professional and smart image including the wearing of the provided uniform and the correct PPE where required.
- May occasionally be asked to work outside normal working hours, including weekends, to assist with school events.

#### **Person Specification**

##### **Skills/Experience**

- Previous experience in a cleaning environment.
- Previous experience of supervising a team.
- Experience of implementing and adhering to standards and procedures.
- Valid driving licence.

##### **Personal Skills**

- Ability to prioritise tasks.
- Flexibility to deal with the many and varied requests made on a daily basis.
- Ability to work on your own and as part of a team
- Reliability

- Good interpersonal skills.
- A good sense of humour.

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*