



APPLICATION FOR THE POST OF

Housekeeping Supervisor

Full Time

Job Description

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Organise, prepare for all lessons and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety.
- Undertake any other duty deemed reasonable by the Housekeeping Manager or Estates and Facilities Manager.

Responsible to: Housekeeping Manager

Salary: Dependent on qualification and experience

Hours of work: Full Time

Key responsibilities include:

To be responsible for overseeing the cleaning of all the College buildings on a day-to-day basis to a high standard, this includes residential boarding houses, main site, sports hall, classrooms, laboratories, offices and communal areas such as stairs, corridors and landings, ensuring all areas and domestic facilities are clean and ready for use on a daily basis.

To undertake supervisory duties for the cleaning staff employed in the school, including related administration, as well as taking an active role in the cleaning undertaken.

Roles and Responsibilities:

- To have the overall responsibility for the practical organisation of the day to day cleaning operation, ensuring all areas are cleaned to a high standard and ready for daily use.
- In consultation with the Housekeeping Manager, to identify the number of cleaning staff
- required to maintain a clean all College buildings within the set annual budget
- To liaise with the Housekeeping Manager to ensure that advertisements are placed & interviews organised to maintain staffing levels

Main Duties:

- Co-ordinate, direct and monitor the cleaning staff in their duties of dusting, sweeping, mopping and vacuuming, cleaning walls, floors, furniture and fittings by use of manual and electrically powered tools and equipment and daily cleaning logs are completed for each work station. Regular visits to buildings across the site to monitor standards of cleanliness, to establish and implement ways to improve and meet the evolving domestic needs of the College
- To maintain a flexible daily cleaning schedule of all internal areas of the school.
- Ensure that identified key areas of the school receive priority in the schedule
- Consult with the Housekeeping Manager in order to identify times when curriculum areas are used.
- Liaise with the Housekeeping Manager and review the weekly school calendar to identify lettings and school events.

- To ensure facilities such as toilets are clean and checked so that they are maintained to high standard and equipped with appropriate toiletries and sanitary products.
- To ensure that corridors, entrances and public areas are cleaned and free of litter
- To organise deep cleaning to be undertaken during holidays
- To encourage and enable individual staff to improve efficiency and to maintain high standards.
- To arrange cover for staff absence as necessary.
- To implement detailed cleaning schedules.
- Notify the Caretakers of repairs, using the College's centralised logging system.
- Ensure staff maintain equipment that is clean and fit for purpose, e.g. cloths, dusters and mop heads, arranging replacements as needed.
- Undertake any additional cleaning duties as directed by the Housekeeping Manager.
- Monitor and manage cleaning staff absence and turnover, and promoting good staff attendance at all times through return-to-work interviews.
- Set and monitor appropriate performance objectives and standards for staff, conducting probation review and appraisals and consult with the Housekeeping Manager on any necessary formal procedure
- In conjunction with the Housekeeping Manager, interview and recruit sufficient cleaning staff to cover the weekly budgeted cleaning hours.
- To be responsible for the day-to-day personnel management of the cleaning staff.
- Produce on a weekly/monthly/termly basis, official orders forms for equipment, uniform and materials to the Housekeeping Manager.
- Develop and carry out induction procedures with all new staff
- Identify formal and informal training needs for all cleaning staff in relation to expected standards and quality of general cleaning, Health & Safety requirements, particularly regarding the operation of equipment, manual handling and COSHH.
- Provide a training log to the Housekeeping Manager
- Communicate with staff at all levels appropriately, including having team briefings and passing on information and news to Cleaning staff verbally, in person, on the telephone etc.
- Ensure at all times that the Health & Safety procedures are adhered to all times.

Any other related duties, as directed by your line management.

NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Person Specification

Education and Qualifications	Essential	Desirable
5 GCSE's at Grade A-C (or Equivalent) including English Language and Maths		✓
Good basic standard of literacy and numeracy in order to support communication in a diverse environment and understanding of time, attendance and budget figures.	✓	
Certificates, qualification or training in relevant areas of Health & Safety, in particular COSHH but also general risk assessment, manual handling and first aid would be advantageous.	✓	
Recognised training certificate or qualification in delivering training to others, particularly in Health & Safety, would be advantageous	✓	
Knowledge and Skills	Essential	Desirable
Secure knowledge and a good understanding of the key skills, concepts in specialist subject.	✓	
Previous supervisory experience essential.	✓	
Demonstrate effective skills in working with children and young people.	✓	
Able to use assessment data to inform and set targets.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with Children.	✓	
Flexible with a desire to develop procedures.	✓	
Previous Supervisory experience of working in a hotel desirable.		✓
Extensive experience within cleaning, combined with a related qualification ensure the post holder has range of knowledge and skills, e.g. project management skills, practical building skills, producing estimates for works, operation of range of sometimes complex machinery/tools etc.	✓	
Ability to work on own initiative as well as part of a team.	✓	
Ability to delegate to appropriately, and develop the team.	✓	
Strong organisation, prioritisation and communication skills, able to work within time constraints and prioritise tasks according to the needs of the College.	✓	
Awareness and understating of Health & Safety standards.	✓	
Ability to provide training and guidance to staff on standards, in particular COSHH.	✓	
Able to use standard IT packages – Microsoft Outlook, word, excel.		✓
Awareness and ability to work well within a diverse workforce.	✓	
Experience in a customer-facing role.	✓	
Personable.	✓	
Approachable.	✓	
Excellent communication skills and provide detailed information	✓	
Able to handle visitors/guests/staff and information with tact, diplomacy and sensitivity.	✓	
Be of smart and tidy appearance.	✓	
Maintain excellent timekeeping and attendance.	✓	
Personal Qualities	Essential	Desirable
Enthusiastic and committed.	✓	
A forward thinking approach.	✓	
Excellent interpersonal skills.	✓	
Ability to be reflective and self-critical.	✓	
Display calmness under pressure.		✓
Potential for further promotion.		✓
Charismatic – having a 'presence'.		✓
Willingness to take on other roles and responsibilities within the department.		✓
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Availability and flexibility with regards to observing and managing operations on a site that operates 24 hours a day, 7 days a week.	✓	
Willingness to participate in personal development.	✓	
Evidence of learning beyond the work place.	✓	
Ability to understand and demonstrate a commitment to equality and diversity.	✓	

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others