



# Windlesham House School

- Est. 1837 -

CHARTERHOUSE  
FAMILY OF SCHOOLS

## Cleaning Supervisor

### Basic purpose of the job

- To provide cleaning services for the school and to supervise the work of the other in-house cleaning staff and School caretaker across multiple day and evening shifts throughout the 52 weeks per year
- To ensure high standards are maintained and expenditure kept within budget
- To work in accordance with the requirements laid down in the staff handbook, having due regard for the school's aims, ethos, policies and health and safety regulations
- The Cleaning Supervisor post is within the cleaning department and the post holder is directly responsible to the Business Manager

### Main responsibilities

- Maintain a high standard of cleaning in the main house, teaching blocks, pre prep, boarding houses, theatre and sports centre
- Tasks including but not limited to dusting, sweeping, mopping and vacuuming specified areas of the school, cleaning floors, furniture, walls and fittings by use of manual and electrically powered tools and equipment
- Schedule staffing rotas and task/area allocation including ad hoc events and lettings, sports day, speech day and extra cleaning days
- Unlock and inspect the designated tour route for prospective parent tours and Open Days
- Weekly walkabouts of the school to check all areas are cleaned to a high standard
- Compile task lists resulting from the walk about and coordinate with the cleaning team to rectify areas that need attention
- Identify in a timely manner to the Business Manager any hazards or substandard equipment and report maintenance issues on the school's Every Compliance system
- Organise annual servicing of industrial cleaning equipment
- Organise carpet cleaning using external contractors around the needs of the business
- Organise contract window and canopy cleaning using external contractors around the needs of the business
- Organise deep cleans at the beginning and end of each term, to include main house, teaching and boarding areas
- Ensure that adequate supplies of cleaning materials and equipment are available
- Ensure that orders for cleaning materials and equipment are within the agreed budget, and that invoices are approved within group wide spending parameters
- Stock take and keep the storerooms clean and tidy, deliver stock to relevant areas of the school under the appropriate guidelines
- Perform and document monthly routine and random audits and inspections of all COSHH storage areas to make sure COSHH lists and are up to date and all chemicals are fully documented

- Arrange annual COSHH training with an accredited trainer for all those who need it
- Ensure staff training records and understanding of appropriate risk assessments are kept up to date and that staff are aware where they can access these documents (including COSHH data sheets) when needed
- Liaise with hygiene contractor and dust mat contractor regarding service visits and escort representative whilst onsite
- Ensure a high standard of professional appearance wearing the uniform provided (branded polo shirt and fleece jacket) and to comply with relevant regulations in use of personal protective equipment (PPE)
- Ensure good working practices of staff under your supervision especially where chemicals and hazardous substances are in use (COSHH)
- Undertake in-house training of new and current staff in safe cleaning practices
- Reporting absence, sickness and any other staff issues using appropriate forms to the Business Manager and HR Manager
- Use of the School's WHAPPS Reservation system to support internal and external event planning

#### Other responsibilities

- Cover any absence within the department
- To attend all training and support services meetings where necessary
- To assist with preparation and production of all requirements for school functions and evening events which may fall outside normal working hours
- Demonstrate a professional, courteous and friendly attitude towards all customers (parents and pupils), staff and colleagues at all times
- Adhere to the school's health and safety policies and procedures, attending health and safety meetings when required
- Attend all training relevant to the role and keep qualifications up to date
- Report all incidents, accidents through the school's reporting procedure
- Guard against misuse of school property
- Carry out any reasonable request
- Personal competencies/skills
- Good communication skills with ability to liaise with all departments of school

#### High customer service

- Experience of supervising others and creating a team that works together
- A team player with a 'can do' attitude and the ability to work alone or as part of a team
- Willingness to work additional hours to achieve the tasks set where needed.
- Common sense approach and able to pay close attention to detail
- Friendly, self-assured, yet not over familiar, with people of varying backgrounds and experiences
- Capable of working under pressure
- PC literate and numerate
- Physically able to undertake all the physical requirements of the post and use equipment according to the health and safety guidelines
- Hours of work – 8am to 4pm Monday to Friday for 52 weeks per year. Some flexibility to review the evening provision is essential.