



JOB DESCRIPTION

- Post:** **EVENING CLEANING SUPERVISOR**
- Responsible to:** Estates Manager
- Salary:** £23,904 pro rata + £1,000 Responsibility Allowance
Point 16
25 Hours per week
1600 to 2100 Monday - Friday
Term Time (40 Weeks)
The academic term lasts for 38 weeks which means that the successful candidate will be expected to work for two weeks during the college holidays.
- Conditions of Service:** Callywith College Conditions of Service
- Main Purpose of Job:** To supervise a team of evening cleaners and undertake standard cleaning duties, ensuring that the Callywith College buildings are maintained in a clean, safe and hygienic condition.
- To undertake evening cleaning duties in the designated area within College as required, including using appropriate powered and other equipment, to clean the College premises daily to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming, polishing of all areas of the College (including topping up of toilet requisites and cleaning of all sanitary ware).
- Conduct a handover with Day Cleaning Staff and Estates Manager, identifying any issues or problem areas and including in evening cleaner rota if necessary. Ensure any issues from previous night's cleaning are brought to the attention of the staff at the beginning of the shift.
- Supervise a team of evening cleaners, monitoring progress and dealing with any issues arising.
- Specific Duties:** Review nightly progress (tick sheets), ensuring that any outstanding issues are reported to day cleaners/Estates Manager using the Handover Book.
- Monitor progress over the week, identify any ongoing issues and discuss with Day Cleaning Team or add into Handover book. Attend a monthly with Estates Manager/Business Manager.
- Ensure any bug reports regarding cleaning are added to the handover notes for Day Cleaning staff.
- Report any Health and Safety issues, fused bulbs, damages to property or other faults to the Compliance and Health & Safety Officer, if urgent, or add to Handover Book.
- Undertake weekly stock take of cleaning supplies and equipment on trolleys and add to weekly order sheet if required.



Participate in major cleaning activities outside term time which may include activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, blinds, upholstery, etc.

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with College procedures.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

General Requirements:



PERSON SPECIFICATION

EVENING CLEANING SUPERVISOR

Ideally, the person appointed will have the following skills and experience:

Attributes	Essential	Desirable
Skills/Attributes	<ul style="list-style-type: none"> • good team player • self-motivation and use of own initiative • attention to detail • flexible and adaptable • good communicator 	<ul style="list-style-type: none"> • computer literate – able to use standard Microsoft software including Word and Outlook
Experience	<ul style="list-style-type: none"> • relevant work experience in a cleaning role • previous management experience and/or experience of supervising a team 	<ul style="list-style-type: none"> • familiar with powered cleaning equipment • experience of working in the education sector (or an office environment)
Education & Training		<ul style="list-style-type: none"> • knowledge of relevant Health and Safety procedures including COSHH, manual handling
Additional factors	<ul style="list-style-type: none"> • physically fit and active • able to lift and manoeuvre cleaning equipment • ability to change working pattern across academic year 	

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.