



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We currently have a vacancy for a
Evening Cleaning Supervisor

Monday to Friday, 6pm – 9pm

40 weeks per annum (Term Time plus 6 weeks during school holidays)

To start as soon as possible

Competitive Salary, plus an extensive benefits package, use of the extensive grounds out of working hours, uniform, free staff parking and an employee assistance programme.

Duties will include:

- Oversee and manage a team of evening cleaners to ensure a high standard of cleaning throughout the school
- Ensure Health and Safety standards are maintained
- Establish and maintain good communication with the Head of Housekeeping

The successful candidate will:

- Experience in a similar role
- Have a high standard of personal cleanliness and tidiness
- Have the ability to work with others as part of a team and to respond to emergencies

Closing date for applications is Noon, Friday, 15th March 2024

Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website





Job Description

Job Title: Evening Cleaning Supervisor
Responsible to: Head of Housekeeping

Main purpose of job

Supervision of a team of cleaners to deliver an effective and efficient cleaning service.

Key Responsibilities

- Oversee the work of the evening cleaning staff to ensure that the team maintains a consistently high standard of cleaning throughout the school.
- Ensure cleaners are appropriately deployed in order to meet the cleaning requirements of the school, including classrooms, offices, sports hall, changing rooms, toilets, corridors and ancillary areas, as per the agreed cleaning schedule.
- Carry out regular checks to ensure standards are being maintained.
- Training staff in the use of cleaning equipment as necessary
- Arrange and coordinate cover for absent staff, as required.
- Address any areas of poor staff performance or conduct and provide support and development as required in order to raise standards.
- Carry out performance appraisals as required by school policy.
- Ensure that cleaning materials and products are used appropriately and economically by the team and notify the Head of Housekeeping when stocks are low.
- Ensure tools and equipment used by the team are in good working order and report faults to the Head of Housekeeping.
- Ensure that Health and Safety standards are maintained at all times.
- Communicate with Head of Housekeeping regarding any concerns regarding staff or Health and Safety issues highlighted by the Evening Cleaners
- To undertake any other duties and responsibilities commensurate with the job title as directed by the Head of Housekeeping.

Person Specification

Criteria	Essential	Desirable	Evidence
Qualification	Good standard of basic education.		Application form
Experience	Previous experience in a similar role. Previous experience of managing a small team.		Application form References Interview
Skills	Good organisational skills. Ability to plan ahead. Ability to work on own initiative. Good communication skills		Interview References
Personal Qualities	High standard of personal cleanliness and tidiness.		Interview

Safeguarding responsibilities:

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children.
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.