



# LORENDEN

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**Cleaning Supervisor Vacancy**  
**Part-time (15 hours per week)**  
**Permanent from 02 September 2019 (or sooner)**

1. Introduction
2. Scope
3. Job Description
4. Person Specification
5. Dates and Deadlines

## **Introduction**

Lorenden Prep School is a small school of approximately 115 pupils, ages 3-11, with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. In 2018 Lorenden celebrated its 25th anniversary and was awarded the highest grades of 'Excellent' in all categories in its ISI inspection in November. The Head is a member of IAPS and Lorenden is an acquired school in the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for an enthusiastic and committed Cleaning Supervisor who will lead our small cleaning team with high expectations and by example. You will be self-motivated and able to motivate others to work to exemplary standards. You will be also be a team player and flexible in your approach, taking pride in your work.

You will be responsible for a small team for cleaning staff, managing their training and monitoring their work. You will work alongside them to clean the school and will liaise with the Site manager on a regular basis as your line manager.

Cleaning tasks will include hoovering, cleaning, dusting, polishing, emptying bins and operating machinery for floors.

You will take safeguarding and Health and Safety responsibilities seriously.

You will love to be in our environment and will be friendly with parents and pupils that you may meet. You will find the whole school staff team you will be part of to be warm and friendly.

## **Scope**

The role is offered on a 42 week per annum contract. (School term time is approx. 34-35 weeks)

The role is part-time and permanent, subject to a probationary period.

The role is for 3 hours per day, Monday to Friday.

It is anticipated the role will be undertaken during evening hours each week day, but we are keen to hear from people who can offer other times too, including early mornings so we can find the working hours that best suit the cleaning team.

The role reports to the Site Manager, and through him, ultimately to the Bursar and the Head.

Relevant whole school INSET days are expected to be attended.

The salary is *above* the **living** wage.

A comprehensive induction is given.

### **Job Description**

- To ensure that general and periodic cleaning tasks by the team, including yourself, specified on the school schedule and by the Housekeeper, are carried out to a high standard;
- Allocate, prioritise and schedule staff and materials to ensure all cleaning routines and cost effective and completed to a high standard.
- Ensure that all work carried out is done so in a safe manner and in accordance with regular Health and Safety Regulations;
- To adhere to all relevant regulations i.e. Fire Precautions, Manual Handling, COSHH etc. and to provide COSHH information sheets;
- To be aware of responsibilities under the Health and Safety at Work;
- Ensure all materials and equipment are stored safely in accordance with Health and Safety Regulations;
- To ensure that team members have sufficient training to maintain the high standards;
- To ensure that the equipment is cleaned at the end of each shift and that all storerooms are maintained in a tidy, safe and hygienic condition;
- Keep own training / skills up to date;
- To manage staff team absences so that the cleaning does not suffer;
- To report to and keep in communication with the Housekeeper;
- Maintain appropriate records and log book;
- Complete weekly timesheets and submit to the Housekeeper;
- Carry out stock checks of consumables and place orders with the Housekeeper as required;
- To work enthusiastically and cheerfully;
- Assist in undertaking health and safety risk assessments on cleaning functions;
- Wear protective clothing and uniform as issued or required;
- Report any accidents, incidents, defects or health and safety issues to the Site Manager in a timely fashion;
- Maintain a professional relationship with parents you meet;
- Ensure familiarity with key school policies, including 'Safeguarding' and 'Health and Safety' and ensure school policies are followed at all times by self and cleaning team members.
- Undertake regular safeguarding and other mandatory training as directed;
- Participate in Staff Development through Appraisal and Supervision meetings.
- Undertake deep cleans in the school holidays

### **Person Specification**

Cleaning experience

Cleaning supervisor experience, or the skills to take on this role

Basic numeracy and literacy

The ability to work productively as part of a team;

The ability to lead and motivate a team;

Self-motivated and able to work unsupervised to the highest standard;

Work using own initiative;

An eye for detail;

Able to maintain high standards;

Flexible and adaptable to situations;  
Organised;  
Kind and honest;  
Confident; Resilient;  
Reliable;  
Committed and willing to go the extra mile;  
Willing to learn and improve own practice;  
Friendly and approachable to colleagues, parents and pupils;  
Rigorous understanding of safeguarding procedures and best practice (safeguarding training will be given)  
Ability to get to our location reliably.

### **Dates and Deadlines**

Deadline for Applications: Monday 01 July 2019 (midday)

*References will be sought for short-listed candidates prior to the interview date.*

*The start date for the role can be sooner, depending on the availability of the successful applicant.*

Interview Date: Monday 08 July 2019

***Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.***

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***