

Job Description

School	Bradstow School
Post Held	Deputy Housekeeping Supervisor
Salary Scale	Scale 2
Hours:	30 hours per week, All year round
To Whom Responsible	Housekeeping Supervisor

Aim of the Post

To assist the Housekeeping Supervisor in ensuring the smooth running and effective delivery of the cleaning services across the school and residential homes

General Duties

- Assisting in managing staff rotas and cleaning schedules for daily, weekly and monthly cleaning as well as deep cleaning schedules during holiday periods.
- Assisting in maintaining agreed stock levels and ensure timely replenishment of stock, looking for best value for the school.
- Ensuring domestic staff are aware of and familiar with the correct use of all equipment and materials.
- Complete monthly cleaning inspections to ensure that the cleaning is within the agreed cleaning standards.
- Undertaking performance management of the Domestic Assistants and Laundry Operatives.
- Ensuring all cleaning and domestic areas are suitably covered in the event of staff absence.
- Assisting in the in-house training of all new Domestic staff, ensuring all procedures are being carried out satisfactorily.
- Carrying out termly cleaning inspections throughout the school in conjunction with the Housekeeping Supervisor to ensure cleaning is being carried out as per work schedules.

- Deliver a comprehensive induction with all new staff in the safe use of chemicals (C.O.S.H.H.), safe operation and cleaning of all machinery
- Ensure all building and furniture defects are reported correctly using the maintenance database
- Carrying out general cleaning duties across the school and residential areas.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.

Person Specification

Essential

1. Experience of supervising staff.
2. Experience of maintaining staff rotas and sourcing staff to cover at short notice.
3. Experience of training staff in cleaning procedures and the use of cleaning machines.
4. Ability to carry out cleaning inspections in conjunction with line manager.
5. Ability to carry out general cleaning duties to acceptable levels
6. An understanding of, and ability to work within the guidelines of the Council's Health & Safety policy.
7. An understanding of, and a commitment to the Council's Equal Opportunities Policy.

Desirable

8. NVQ Level 2 (or equivalent) – Cleaning and Support Services
9. Experience of working in a residential environment

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.