

**Application Pack and Job Description**

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**Ivy Education Trust**

**Cleaning Supervisor**

Ivy Education Trust is seeking to appoint an outstanding Cleaning Supervisor with drive, passion, enthusiasm to join the College’s Premises Team, which is responsible for maintaining the highest standards for our students.

Dawlish College is a vibrant and exciting place to be. As a relatively small school we have the luxury of knowing every young person as an individual whilst also being able to offer every opportunity. Working collaboratively, having fun and enjoying what we do is at the heart of what it means to work with us and we believe that this is why students thrive, our outcomes are strong and we are growing year on year.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The name of our Trust is inspired by the story of Dr Ivy Williams. Born in Teignbridge (Newton Abbot), in 1877, she managed what we would wish for all the children and young people of Teignbridge and surrounding area that we serve in our schools by fulfilling her childhood dreams and ambitions.

On 10 May 1922 Dr Ivy Williams became the first woman to be called to the Bar (formally recognised as a qualified Barrister of Law) of England and Wales.

The story of Dr Ivy Williams reminds us of the famous quote from Michelangelo:

*“The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark.”*

The Ivy Education Trust supports and challenges all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk)

**Closing date for applications is Friday 5th August @ 09:00am, Interview date TBC.**

**Job Description**

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| --- | --- |
| Job Title: | Cleaning Supervisor |
| Location: | Dawlish College (EX7 0BY) |
| Responsible to: | Senior Maintenance Technician |
| Salary: | Scale 3, Point 5-6 (Full Time Equivalent £19,650 p.a pro rata), Actual Annual Pay £10,160  41 weeks per year (term time plus 1 week at Easter and two weeks in the summer holidays) 4.25 hours per day 2pm – 6:15pm, Monday – Friday. |
| Contract:  Start Date: | Permanent  1st September 2022 |
|  | |
| **Key Purpose of Job:**   * This post holder will work under the supervision of the Site Manager to ensure that a good quality, efficient and effective cleaning service is provided to the Trust. * Duties will include working in and supervising a team of cleaners working in all types of rooms including offices, classrooms, laboratories, food technology rooms, showers, halls, toilets, workshops and corridors. * The post holder needs to be pro-active and be able to manage their time to be able to do the supervisory role and clean an area. | |
|  | |
| **Main Duties:**   * To supervise a team of cleaners, preparing rotas and allocating site areas for specific cleaners to be responsible for cleaning. * To arrange for cover during annual leave, sickness and periods when staff may be away from work. * To ensure that all cleaners are adequately trained in relation to the use of equipment and health and safety including COSHH standards. * To control stock levels of cleaning materials and place orders as required. * To ensure that all cleaning machinery complies with current health and safety legislation and required checks of machinery are carried out on a timely basis. * To use cleaning materials and machinery when carrying out cleaning of own area. * Cleaning of floors: vacuuming, washing, buffing, mopping, etc. * Spot cleaning of spillages and other marks. * Wiping furniture, ledges, pipes, paintwork, doors. * Cleaning of internal glass on stairwells, doors, windows. * Emptying and cleaning bins: waste and recycle bins. * Cleaning toilet and showers including sanitary fittings and surrounds. * Replenishing janitorial supplies in toilets. * Checking and closing windows, switching off lights after work. * Reporting defects to the premises, furniture and fittings, etc. to the Site Manager. * Participation in and oversight of routine and deep cleaning during periods when the Trust is closed. * This may include amongst other things washing carpets, high level dusting, wall washing, buffing and polishing floors, ledges, stairwells, etc. * Occasional unlocking of the building. * Auditing of the building using trust audit documentation on a weekly basis. Action any   recommendations on the audit i.e. re training, re inducting or upskilling.   * Setting a high standard of cleaning across the campus and managing those expectations.   **This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**  **This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.** | |

**Person Specification**

| **Criteria** | Essential | Desirable |
| --- | --- | --- |
| **Qualifications** |  |  |
| Basic level of education | **✓** |  |
| Have a basic IT literacy understanding |  | **✓** |
| **Professional Experience and Knowledge** |  |  |
| Able to communicate clearly and follow instructions. | **✓** |  |
| Proven experience of commercial cleaning |  | **✓** |
| Ability to use cleaning machinery, eg, buffing machine | **✓** |  |
| Previous experience of working as a cleaner in a school. |  | **✓** |
| Working knowledge of health and safety standards as applied to cleaning. | **✓** |  |
| Previous experience of supervising a team of employees effectively. | **✓** |  |
| Trained in the use of chemicals, vac assisted polishing machines and associated cleaning machinery | **✓** |  |
| **Personal Aptitudes, Qualities and Skills** |  |  |
| Highly motivated and enthusiastic | **✓** |  |
| High expectations of self | **✓** |  |
| High professional standards | **✓** |  |
| Knowledge of basic Health and Safety |  | **✓** |
| Able to work safely and effectively on own initiative | **✓** |  |
| Ability to work under pressure, prioritise and meet deadlines | **✓** |  |
| Work as part of a team and lead a team in an effective manner, holding team members to account whilst building positive working relationships. | **✓** |  |
| Attentive to detail | **✓** |  |
| Ability to demonstrate and promote good practice in line with the ethos of the College | **✓** |  |
| Commitment to Equal Opportunities | **✓** |  |
| Understanding of safeguarding issues and promoting the welfare of children and young people |  | **✓** |