



Job Title	Deputy Cleaning Supervisor
Date	September 2023
Department	Domestic & Facilities
Reports to	Facilities Manager
Responsible for	The domestic and facilities teams are responsible for all property and facilities associated with Ackworth School.

Purpose of the Role
<p>The post holder will work within the domestic department. The role includes working flexibly and as part of a team. There are approximately 20 members of the domestic team.</p> <p>The working hours for the Deputy Cleaning Supervisor role are Monday – Friday 6:00am – 12:00pm and the role is required for 52 weeks of the year and not term time only. Additional hours may be required during busy periods. The role will include some lone working and the successful candidate will require experience in working on their own initiative.</p> <p>The Deputy Cleaning Supervisor will work under the direction of the Cleaning Supervisor and Facilities Manager to supervise and direct the cleaning and domestic staff in school. The Deputy Cleaning Supervisor will ensure that cleaning is in accordance with school standards and specification including assisting in cleaning inspections. The successful applicant must be prepared to act as the Supervisor during holidays and sickness.</p>

Departmental Information
<p>The domestic team is responsible for ensuring a clean learning, working and living environment for staff and students associated with Ackworth School.</p> <p>Working as part of the domestic team to maintain the school, you will assist in ensuring the efficient running of the school inhouse laundry provision.</p> <p>In addition to safeguarding, mandatory health and safety training applies to this role including (but not limited to) COSHH, manual handling and working at height. Training will be provided as part of the induction.</p>

Main Tasks and Responsibilities
<ul style="list-style-type: none"> • Assist the Cleaning Supervisor to oversee the allocation of cleaning schedules including schedule changes for sickness cover, annual leave and school events. • Deputise for the Cleaning Supervisor at times of absence. • Carry out allocated daily cleaning tasks to the school's high standard. • Ensure good timekeeping of yourself and the team.

- Complete deep cleaning during the school holidays.
- Report maintenance issues via the correct channels.
- Carry out regular stock audits and complete a cleaning order request form when necessary.
- Ensure that all work is carried out safely in line with school policies and that any accidents are reported immediately.
- Attend any safeguarding and H&S training as required.

Person Specification

Essential knowledge, experience and skills

Experience of working in a fast-paced environment.

Experience of using your own initiative.

Experience in prioritising workload of yourself and others.

Ability to train and develop others.

Supervisory / leadership experience in a similar role.

Awareness of COSHH regulations.

Awareness of health and hygiene procedures.

Excellent organisational skills.

Ability to undertake performance management and implement improvement measures.

Desirable knowledge, experience and skills

Previous experience of working in a school environment.

NVQ1 in cleaning.

First aid at Work.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. Ackworth school is an equal opportunities employer supporting the principles of diversity, inclusion and equity. All staff and volunteers are therefore expected to behave in such a way that supports these commitments