



BRADFIELD COLLEGE

JOB TITLE: Domestic Cleaning Supervisor

REPORTS TO: Domestic Services Manager

DEPARTMENT: Estates

DATE: October 2019

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE

The evening team consists of 12 domestic cleaners, which you will be required to oversee and give them clear instruction and guidance where necessary.

Punctual, reliable and trustworthy.

Able to manage time effectively

Awareness of health and safety procedures.

This role will work closely with the Domestic Service Manager.

You may be required to cover a domestic cleaner, when there are staff shortages

PRINCIPAL ACCOUNTABILITIES:

- To oversee the evening activities of the Domestic team in the evenings.



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- To make periodic checks on cleaning standards throughout the College.
- To assess where to place cleaning staff within the College, which will assist in maintaining the best working practice and environment for a conducive and productive workforce.
- To liaise with Line Manager, keeping them up to date with cleaning needs and staff matters.
- Overseeing the stores ordering, ensuring supplies are always available
- To regularly check the cleaning cupboards, replacing and adding stocks when needed.
- To be vigilant of College maintenance needs and to submit maintenance requests where necessary.
- Highlight an training requirement to the Domestic Services Manager

QUALIFICATIONS

- GCSE – not essential, but desirable

EXPERIENCE:

- Experience in a supervisor role
- Previous cleaning experience

KNOWLEDGE

- Comprehensive understanding of COSHH and Colour coding, to enable you to advice your team on COSHH and colour coding
- A thorough understanding of the Bradfield College cleaning standards

SKILLS

- Good leadership skills
- Priority management
- Good communication skills both verbal and written

PERSON SPECIFICATION:

- Personable nature
- Trustworthy and reliable
- Proactive and positive approach
- Enthusiastic team member