



GORDONSTOUN

Broader experiences, broader minds

DOMESTIC SERVICES CLEANING SUPERVISER

Reports to: Senior Domestic Services Supervisor

Job Purpose: The Domestic Services department is fundamental to the smooth running of Gordonstoun School. With more than 50 buildings, a dozen of which provide sleeping accommodation, the estate is huge. The team will comprise of more than 8 staff and requires a high degree of coordination.

Major responsibilities

1. Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
2. Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
3. **Lead and manage a Domestic Services cleaning team**
 - a. Supervise the cleaning team to ensure areas are cleaned to an agreed schedule and to the required standard.
 - b. Undertake cleaning duties as part of the cleaning team.
 - c. Record team attendance/absence and report weekly.
 - d. Monitor the consumption of cleaning materials and equipment.
 - e. Ensure cleaning equipment and materials are safely maintained and stored.
 - f. Assist the Senior Domestic Services Supervisor in managing staffing levels and ensuring business variations are considered when planning tasks.
 - g. Ensure staff comply with health and safety legislation, School policy and good health and safety working practices.
 - h. Assist with arrangements for the moving of furniture and other items of equipment as necessary, to allow effective deep cleaning.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • NVQ Cleaning Level 1 (or equivalent) 	<ul style="list-style-type: none"> • Documentary evidence
Knowledge	<ul style="list-style-type: none"> • Understanding the principles of health and safety including COSHH • Ability to communicate in a clear, concise manner 	<ul style="list-style-type: none"> • Good knowledge of cleaning techniques, materials and chemicals 	<ul style="list-style-type: none"> • Application form/Interview
Skills and Experience	<ul style="list-style-type: none"> • Ability to carry out a range of administrative tasks 	<ul style="list-style-type: none"> • Experience in supervising a team 	<ul style="list-style-type: none"> • Application form/Interview
Personal skills and qualities	<ul style="list-style-type: none"> • A positive, flexible approach to the job and work colleagues 	<ul style="list-style-type: none"> • Willing to work flexibly • Ability to meet deadline and prioritise workload 	<ul style="list-style-type: none"> • Application form/Interview
Child Protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children and young people 	<ul style="list-style-type: none"> • References