



STAMFORD

Cleaning Supervisor Applicant Pack





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Working for the Stamford Endowed Schools

The Stamford Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Hours of Work	15 hours per week, Monday to Friday 17:15 – 20:15
Remuneration	£9.21 per hour
Working Arrangements	40.2 paid weeks per year – <ul style="list-style-type: none"> • 34 weeks term time • 1.2 weeks non-term time • 5 weeks annual leave and public holidays
Annual Leave	25 days annual leave rising to 28 days after 5 years' service (pro rata). For term time contracts, annual leave is taken within the school holiday periods and paid as part of the monthly salary.
Role Information	You will be paid each month throughout the year. For any start date after 1 September the actual working weeks until 31 August, will be calculated and divided by the remaining months, for the first year only.
Other Arrangements	We also offer: <ul style="list-style-type: none"> • Excellent working conditions • Support for training and development and an annual review programme • Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling. • Contributory Pension Scheme with employer contributions • Access to SES car parking facilities • A programme of Stamford Lectures and other staff social events.



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Job Description

Job Title: Cleaning Supervisor

Reporting to: Domestic Team Leader, Head of Catering and Domestic Services

Responsible for: N/A

Core Purpose

To work as part of a team of cleaners across all 3 sites of the school, performing general cleaning and domestic duties. Maintaining a high standard of cleanliness performing a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. Tasks will require the use of relevant equipment such as vacuum cleaners, polishing machines etc. Work should be carried out with due regard for the health and safety of all those who use the school buildings.

Key Areas of Responsibility

1. Carry out general cleaning duties to cover absence or when directed by their line manager, including dusting, and polishing of furniture, cleaning toilets, wash basins, mirrors and sinks, mopping and vacuuming floors as appropriate and emptying rubbish bins - always being mindful of hygiene levels within the schools.
2. Regular Cleaning of Carpets.
3. Help to carry out deep cleaning activities at specific times of the year, ensuring that the overall high standards are met throughout the school. Cleaning activities will include internal window cleaning, high level dusting and cleaning, washing down walls and woodwork, descaling etc.
4. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the Rota but require attention as part of maintaining overall high standards.
5. Work as part of a team to support and help other members of the cleaning team to meet standards and school objectives.
6. Ensure Health & Safety, quality, COSHH and general procedure compliance is maintained and adhered to at all times.
7. Being flexible in your approach to all manners of work and be able to work across multiple sites if needed.
8. Keeping track of stock and cleaning supplies, making sure the cleaning cupboards are clean and tidy and supporting staff to make regular checks of equipment.
9. Report any areas of concern in relation to the maintenance of the fabric of the buildings to the appropriate department.
10. Any other duties commensurate with the role that might reasonably be required.
11. To lock up, ensuring all buildings are alarmed and secure at the end of each day.



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Person Specification

Criteria	Essential	Desirable
Qualifications	Basic standard of education.	
Knowledge & Experience	<p>Able to work follow basic instructions and complete work to a satisfactory standard.</p> <p>Knowledge of a range of cleaning methods and products.</p>	Some previous experience of providing cleaning/domestic support in a similar environment.
Key Skills	<p>Ability to maintain standards of cleanliness across designated area and recognise when this is achieved.</p> <p>Able to work as part of a team and support other team members as required.</p>	
Other Attributes	<p>Hold satisfactory DBS clearance at an advanced level.</p> <p>Able to demonstrate reliability in a previous role/situation.</p> <p>Flexibility to fulfill role as required.</p> <p>Able to manage a full range of cleaning machinery and tools, some of which may be heavy.</p>	



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Candidate Information about Stamford Endowed Schools

Comprised of Stamford School, Stamford High School and Stamford Junior School, the Stamford Endowed Schools offer continuity of education for girls and boys aged 2-18. Under our 'diamond structure', teaching is co-educational at the junior level and in the Sixth Form, but single sex in the GCSE years. This allows us to tailor the curriculum to best suit our pupils and allows boys and girls to be themselves in the classroom.

The schools have a history of academic success. We want our pupils to develop a lifelong love of learning, which is reflected in the 'Independent Learning, Intellectual Curiosity' ethos that is woven into all elements of the curriculum. Academic life is complemented by a rich extra-curricular provision which gives pupils the chance to pursue their interests across a diverse and extensive range of activities.

Boarding at the Schools was rated as 'outstanding' in the last inspection and 10% of our pupils enjoy life in our five boarding houses. The high-quality provision is indicative of the commitment to pastoral care throughout our three Schools.

The town of Stamford was recently voted 'Britain's Best Place to Live' by the Sunday Times and provides a wonderful place in which to work. The schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent, and London can be reached by rail or road in just over an hour.

Further details can be found on the schools' website (www.stamfordschools.org.uk)

This information should be read in conjunction with the Application Form Explanatory Notes attached to the online advert.