CLEANING SUPERVISOR

GENERAL BACKGROUND

Eton College was founded by Henry VI in 1440 for 70 King’s Scholars. The central purpose of the College still remains education and is run as a secondary school of the highest possible standard for approximately 1,300 boys aged 13-18 all of whom board at the School.

Eton’s academic results are good by any standard, often near the top of the examination league tables. A very wide range of sports, activities and societies is offered and the demand for places at the School is strong.

There are 160 full time Masters (teachers) and over 700 other staff including Dames (Matrons), visiting Music Teachers, domestic staff in the 25 Boarding Houses and in the central dining hall, technicians, grounds men, pool attendants, administrative staff, security, laundry, cleaners and a large buildings department.

The School and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough. There are some 400 school buildings including staff accommodation and a 2,000 metre rowing lake at Dorney.

JOB DESCRIPTION

JOB TITLE: Cleaning Supervisor (Historic Team)

DEPARTMENT: Central Cleaning

REPORTING TO: Buildings Officer

MAIN PURPOSE OF JOB: To undertake cleaning duties and supervise cleaning staff working in your designated Historic Buildings to ensure service is delivered to the highest standards.

PRINCIPAL ACCOUNTABILITIES:

- Supervise the work of all cleaning staff in order to maintain and deliver a
quality service according to set work schedules and procedures.

- Undertake the weekly monitoring of quality control systems.
- Control and issue all cleaning equipment and materials within budget limits.
- Oversee the reporting of maintenance defects for furnishing, furniture, fittings and the building fabric, according to set procedures.
- Assist in implementing housekeeping policies to agreed standards.
- Ensure that all procedures for security, safety, health and fire precautions are adhered to in accordance with the Health & Safety Policy.
- Monitor and report on all staff absences and sickness.
- Carry out a fire register of all cleaning staff in the event of a fire drill/emergency.
- Ensure that all store rooms and equipment are kept clean, hygienic and maintained and that all chemicals and equipment are always locked away when not in use.
- Ensure all cleaning staff follows the correct procedures for signing in/out of all keys.
- Perform other duties as may be reasonably requested by the Buildings Officer.
- Liaise with the Buildings Officer on a regular basis.
- General cleaning, dusting of fixtures & fittings & display cabinets, polishing, emptying of litter bins, and sweeping up within various locations and buildings of the College internally, including toilets, bathrooms and shower areas.
- Use where appropriate the correct powered equipment for vacuuming, shampooing, scrubbing, and polishing of floor areas (training in the use of equipment can be provided).
- Move items of furniture to enable efficient and effective cleaning.
- Must be prepared to undertake training in cleaning and supervisory skills as direct by the Buildings Officer.

KNOWLEDGE AND SKILLS:

**Essential**

- Literate & Numerate
- Full clean driving licence
- Strong interpersonal skills and ability to communicate effectively with staff at all levels including senior members of the Eton College Personnel.
- Good time management and organisational skills.
- Ability to work on own initiative and ability to develop increasing individual effectiveness through leadership, motivation, communication, coaching and training.
- Ability to work effectively on own or as part of a team
- Ability to follow cleaning schedules.
- Ability to work to timed schedules.
- Ability to achieve standards to performance criteria.
- Self-motivated and proactive.
• Sense of own initiative
• Flexible approach to role
• Amenable and courteous
• Fit & healthy
• Positive approach to learning in role and identifying own training needs as appropriate
• Must have an interest in Historic Buildings and ideally have an understanding of the National Trust manual of maintenance of Historic Buildings.

Desirable
• Cleaning Science qualification
• Previous experience of cleaning in a work environment
• Previous experience in of supervision/management
• Appropriate skill & knowledge in application of chemicals for cleaning
• Understanding of COSHH regulations
• Computer literate
• Knowledge of cleaning works of Art would be an advantage.

START DATE:

September 2014. Any appointment is subject to references, Disclosure & Barring Service check (formerly known as CRB) and medical all of which are satisfactory to the College.

TERMS AND CONDITIONS:

Salary: £22,550 per year.
Hours: 40 hours per week, Monday to Friday, 07.00am – 12.30pm and 1.00pm 3.30pm. This is a full time, year round post.

Holiday: Paid holiday entitlement is 21 days per year plus bank holidays which are also paid. However, when a Bank Holiday falls during a School term you are required to work on that day and you will be entitled to an additional day’s paid holiday in lieu.

BENEFITS:

• Pension scheme
Employees who wish to be enrolled into the College’s Group Personal Pension Plan can choose either to contribute 4.9% of their salary and the College will contribute 11% or to join the auto-enrolment category where they will currently pay 1% and the College pays 1%. These auto-enrolment amounts will increase gradually over the next few years in line with Government requirements.

• Death in service benefits
This is currently 4 x basic salary.
• Sports and Leisure Facilities
Employees at the College enjoy free use of the College Gym, swimming pool and tennis courts with subsidised use of other sport facilities, together with free use of the School Library, and free entry to College theatre and concert productions.

• Provision of meals
You will be entitled to a subsidised lunch from Monday to Friday during term time in Bekynton, the College’s central dining facility.

• Childcare Vouchers
The College’s Childcare Voucher Scheme is supplied by Edenred. More details are available from the HR Department.

• Employee Assistance Programme
All employees have access to counselling services provided by Health Assured. More information is available from the HR Department.

• Give as You Earn
The College is registered with Give as You Earn. This payroll deduction scheme enables employees to make regular deductions directly from their salary in support of their chosen charity or good cause.

APPLICATION PROCESS

Applicants are asked to complete the application form in full and return it by email to recruitment@etoncollege.org.uk before the closing date.

The application form can be found on our website: http://www.etoncollege.com/SupportStaffVacancies.aspx

The closing date for this position is 11 July 2014.

If you have any questions about the recruitment process please contact Robert Geurtsen, Human Resources Department, on 01753 671128.

All appointments with the College will be subject to two references, a medical report and an Enhanced Disclosure from the Disclosure and Barring Service, all of which must be satisfactory to the College. In addition the College is required to contact any former employers in whose employment the applicant has worked or volunteered with children.