



Job Description

Evening Supervisor

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to the Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 21¼ hours per week, Monday to Friday 3.45pm – 8pm term time only (35 weeks each year)

Responsible to: The Bursar through the Housekeeping Manager

Summary of the Role:

To assist in promoting the highest standards of housekeeping within the School.

Main Duties and responsibilities

1. Assist with the deployment of domestic cleaners to ensure that the highest possible standards of cleanliness are maintained.
2. Comply with Health and Safety and Fire regulations.
3. Issue cleaning materials as required and ensure that the domestic cleaners are storing and handling them in the correct manner.
4. Liaise with the Housekeeping Manager on the replenishment of stocks and the replacement of equipment.
5. Supervise domestic cleaners in the use of chemicals and equipment as instructed.
6. Assist with the maintenance of Housekeeping records.
7. Clean designated areas to set standards as required, transferring, when necessary, to different areas of the school.
8. Ensure adequate supplies of soap, hand towels and toilet tissue are in the appropriate designated areas.
9. Report any hygiene problems or incidents such as accident, fire, flood, theft, breakages or damage that the job holder has noted immediately.
10. Maintain cleaning equipment in good working order and report any defects.
11. Assist with the organising of the supply and laundering of linen, especially for the lets.
12. Attend such meetings and training courses as required.
13. Be conscious of the need for security, closing and locking any windows and doors necessary, and ensure that members of the cleaning team vacate the buildings at the appropriate time.
14. To undertake any allied domestic tasks.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification

Evening Supervisor

<i>Essential</i>	<i>Desirable</i>
Qualifications	
	<ul style="list-style-type: none">• Minimum 2 GCSEs, Grade C or equivalent• Knowledge of Health & Safety
Experience	
	<ul style="list-style-type: none">• Managing colleagues• Recent cleaning work
Skills	
<ul style="list-style-type: none">• Ability to work independently and as part of a team• Ability to work accurately with attention to detail	<ul style="list-style-type: none">• Good Interpersonal skills
Personal Attributes	
<ul style="list-style-type: none">• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	



Haberdashers' Monmouth Schools

Package

- Salary:** Over 18s £8.60 per hour rising to £9.40 per hour
- Holidays:** 4 weeks paid holiday per annum (during normal school holidays), rising to 5 weeks after 2 years and 6 weeks after 5 years pro rata
- Pension:** The School operates a contributory money purchase scheme subject to fulfilling qualifying criteria

Applications

Applications must be made on an official application form but may include a full CV. Please return your completed application form by email to: recruitment@habsmonmouth.org or, if returning your application by post, please clearly mark your envelope "Job Application" and send it to:

Miss M Boulton
HR Administration Manager
St Catherine's House
17 Hereford Road
Monmouth
NP25 3HG

The closing date for applications is Monday 24th June 2019