

# CLEANING SUPERVISOR (Senior)

## JOB DESCRIPTION

*Reports to: Facilities Manager*

## ABOUT JOHN LYON

John Lyon is Northwest London's leading co-educational, all-through 3 to 18, independent school.

We are proud to serve families in Harrow-on-the-Hill, Harrow, London, Hertfordshire and Buckinghamshire by offering a world-class School experience for pupils from aged 3 in our Little Lyons Nursery to aged 18 sitting A-Levels and our Goldhawk Diploma in the Sixth Form. John Lyon is a happy, warm and progressive community.

The School enjoys a richly deserved reputation for providing an excellent all-round education and outstanding pastoral care. We believe that the opportunities pupils experience through our academic studies, extra-curricular, co-curricular and excellence programmes are equally important. Our pupils are equipped with the skills and experiences they will need to help them succeed in life at School and beyond. Pupils in our vibrant and inclusive co-ed environment experience a diverse learning community in which they all thrive.

John Lyon School sits within John Lyon's Foundation, with John Lyon's Charity – who distribute around £12m in grants to children and young people in London each year – and alongside the Harrow Family of Schools, which includes Harrow School and Harrow International Schools around the world. Pupils benefit from these close links and regularly participate in pan-Harrow events such as international exchange trips, sports tours, competitions, conferences and lessons streamed with partner schools. Staff collaborate with colleagues all over the world to develop best practice and exchange ideas and resources. We are proud to be part of this diverse and innovative global educational community.

We embrace technology and put it at the forefront of all that we do to enhance learning and collaborative working. As a 'Microsoft Showcase School', we are one of a small number of UK schools that are part of a global community of schools engaged in educational digital transformation.

We have three unique campuses, comprising our Prep School in central Harrow, Senior School in Harrow-on-the-Hill and Sudbury Fields, our 25-acre outdoor campus for sports and activities.

# OUR VALUES



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

## THE DEPARTMENT

A Cleaning Supervisor is responsible for day-to-day oversight of the school premises. Carrying out daily scheduled tasks set by the Cleaning Coordinator. Reporting directly to the Cleaning Coordinator. Overall management of cleaning is undertaken by the Head of Facilities.

## PRINCIPAL RESPONSIBILITIES

- Maintain the highest standard of cleanliness within your areas of responsibility in accordance with the current specifications of work, including covering absence. These schedules are completed as instructed by the Cleaning Coordinator or Head of Facilities.  
Reviewing work schedules of the cleaning team and adjusting, as required.
- Ensure Daily Checks of the equipment and machines used during your hours of duty and report any defects to the cleaning Supervisor or Cleaning Coordinator. Return all equipment to allocated area at shift end.
- Ensure all equipment and products used are within dates.
- Follow all health and safety policies and procedures set by the school and report any dangers or hazards that you encounter to the Cleaning Coordinator.
- Ensure that you wear safe, suitable/appropriate footwear and your full uniform at all times whilst on site. Also, your ID must be on display at all times

- As and when necessary, assist with other tasks within your capabilities in order to maintain and improve the cleaning services within the premises.
- Attend any training sessions that pertain to your particular job.
- Represent and promote the school wherever possible.
- Liaise with the Cleaning Coordinator and colleagues to create a harmonious working environment.
- Ensure correct use of the Time & Attendance System; sign in/out at reception and also sign in via the hard-copy folder

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

## CLEANING SUPERVISOR

### PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
Good level of General Education	X	
Awareness and understanding of basic safety and hygiene measures inclusive of cleaning equipment and materials	X	
Experience in implementing and monitoring cleaning protocols		X
Knowledge of health and safety requirements, including COSHH	X	
Familiarity with child protection issues and safeguarding	X	
First Aid certification	X	
Knowledge of moving and handling procedures		X
Knowledge of basic fire regulation requirements		
Adhere to all School Policies to include but not be limited to Safeguarding and Child Protection, Code of Conduct and Health and Safety	X	
<b>SKILLS &amp; EXPERIENCE</b>		
Previous experience in a cleaning supervisory role in education or a similar setting	X	
Experience of working in a team-oriented environment	X	
Physical fitness and endurance, with the ability to perform manual tasks	X	
Strong organisational skills and the ability to manage time effectively	X	

Excellent communication skills, both verbal and written	X	
Flexibility and willingness to take initiative while being receptive to direction from others		X
Customer service skills to foster positive relationships with students, parents and staff, inclusive of internal and external stakeholders	X	
Ability to prioritise work and meet targets and deadlines	X	
Ability to work on own initiative with a proactive approach to work matters and task completion	X	
Enthusiastic and self-motivated with a natural inclination to problem solve	X	
Demonstrated patience and ability to maintain composure in stressful situations	X	
Able to work outdoors in all weather conditions	X	
<b>ATTITUDE</b>		
Suitability to work with children*	X	
Reliable and punctual	X	
Honesty and integrity	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.