

Stratford upon Avon School

Cleaning Supervisor - Person Specification June 2022

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and selection process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> • A good general education. • Willingness to take a First Aid qualification if not already held 	<ul style="list-style-type: none"> • First Aid qualification • PAT qualified 	Application form.
Skills and Experience	<ul style="list-style-type: none"> • Work within a customer-focused environment • Experience of supervising cleaning staff, ideally in an educational establishment or public building • Use of cleaning equipment • Working within a team • Administration procedures • The importance of Health & Safety (Specific premises issues: Security, Building construction, COSHH regulations and Working at Height, Lone working) 	<ul style="list-style-type: none"> • A similar position in a school, college or leisure setting • Health and Safety • Good working knowledge of cleaning applications including the use of equipment 	Application, references and selection process.
Key competencies and aptitudes	<ul style="list-style-type: none"> • Basic understanding and use of IT, including Excel, Word, Internet and Email • Enthusiasm, self motivation, flexibility and well organized • Able to organise own work, prioritise tasks and keep to deadlines • Ability to work independently & supervise the work of a team • Good administrative skills, including stock management and staff attendance. • Good communication & literacy skills, both verbal & written • Ability to be flexible and respond effectively to the unexpected, a 'can do' attitude which inspires confidence and optimism • Trustworthy, honest, reliable, good timekeeper and able to work under pressure. • Ability to lift and move heavy cleaning equipment & furniture e.g.: floor polishers, vacuum cleaners etc. • Ability to work effectively with people from a wide range of levels and responsibilities 	<ul style="list-style-type: none"> • Health and Safety qualification or training. 	Application, references and selection process.
Professional development	<ul style="list-style-type: none"> • Evidence of involvement in training relevant to the post and appropriate professional development. 	<ul style="list-style-type: none"> • Planned involvement in a range of professional activities. 	Application, references and selection process.
Other information	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people • Share the ethos of the school. • Post is subject to an Enhanced DBS 	<ul style="list-style-type: none"> • Willingness to co-ordinate and take part in whole school activities. 	Application, references and selection process.

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