

Post: Cleaning Supervisor

Reporting to: 1. Assistant Bursar

Prior Park Schools

Prior Park College is an independent day and boarding school for 600 girls and boys aged between 11 and 18. The school occupies an imposing 50 acre site on Ralph Allen Drive in Bath, combining beautiful Grade 1 listed buildings with more modern, purpose-built facilities. Prior Park College is one of the group of Prior Park Schools which includes our junior school, The Paragon, on a 7.5 acre site in Lyncombe Vale, Bath, and our sister school, Prior Park Gibraltar, opened in September 2016. More information can be found at www.priorparkcollege.com.

The Role

- Ensuring that all areas of the schools are cleaned to a very high standard
- Supervision and management of a team of approximately 20 part-time cleaning staff, including training
- Assisting with the recruitment of new cleaning and laundry staff
- Liaising with teaching staff about cleaning for special events
- Compliance in all Health and Safety matters within the cleaning department
- Ordering and issuing of cleaning materials and uniform
- Cleaning / Sweeping and vacuum cleaning
- Other domestic duties as and when required

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the Department.

The Cleaning Supervisor will report to the Assistant Bursar who has overall responsibility for domestic matters at both The College and The Paragon School.

Personal and Professional Specification

The ideal candidate will be a team player and will be enthusiastic, hardworking and cheerful. The post is for 36.5 hours each week, predominantly in the mornings, however, there is great flexibility in how the hours are worked. Attendance will be required on some evenings and weekends.

The successful candidate will be entitled to join the school's support staff pension scheme.

There is free car parking on site and lunches are available, free of charge, during term-time.

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.