



CLEANING TEAM SUPERVISOR Candidate Information Pack



**Closing date for applications:
Friday 23 July, 12pm**

(Early applications are encouraged and interviews will be held as applications are received. The School reserves the right to close the application process early should a suitable candidate be found.)

A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

A short history of The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 by the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils. In 2016, new Music Studios were opened, providing state-of-the art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts around 85 boys and girls between the ages of 11 and 19 from 22 nationalities.

Purpose of the role:

The role of Cleaning Team Supervisor is pivotal to the smooth running of the cleaning function of the School to an agreed schedule and to required standard to ensure that staff and pupils have a comfortable, clean, safe and well maintained school environment. Providing day to day administrative support and line management of the cleaning function.



Key points about the role:

Contract type:

Permanent, part-time

Working hours:

6am to 12pm
Monday to Friday year round

Holidays:

21 days per year plus seven bank holidays that fall in school holidays. Holidays would normally be taken out of term time.

Start date:

ASAP

Probation Period

The probation period for this role is 3 months.

Notice Period

During the three-month probationary period, the period of notice will be two weeks on either party. After successful completion of the probationary period, the notice period will be one month.

Salary:

£11.50 p/h

Pension:

Non-teaching staff may join the School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 13.5%.

Other benefits:

- occupational sick pay scheme
- Free car parking on site
- use of swimming pool and School sports facilities at specified times when available
- Staff receive free or reduced-price tickets to attend concerts in The Menuhin Hall

Job Description

Job scope

The job holder is required to be reliable and trustworthy, to fulfil their role effectively and to be willing to use their initiative while fully supporting the promotion of the school, engaging with the whole school community, suppliers and external agencies in a cheerful, professional and positive manner.

Key Responsibilities:

The role of Cleaning Team Supervisor is pivotal to the smooth running of the cleaning function of the School. The role will consist of the following principal responsibilities:

- Wide ranging clerical and administrative support to the cleaning teams;
- Administrative support to the Assistant Bursar (Compliance and Estates); and
- Supervision of the Cleaning Team, including ensuring that cleaning of the School meets the School's expectations, cleaning supplies are ordered, stored and used appropriately and within budget.

The post holder reports to Facilities but must also address requests from all members of staff, including the Catering Manager, Estates Manager, and Assistant Bursar (Compliance and Estates).

Detailed Responsibilities

Management of Cleaners

- Ensure that all cleaning staff adhere to School policies and legislation regarding cleaning, hygiene, and health and safety.
- Assist the Assistant Bursar (Compliance and Estates) with developing the cleaning programmes throughout the School; co-ordinate and plan cleaning of the site during holiday courses with the Facilities Coordinator; ensure comprehensive deep cleaning programmes are carried out during the school holidays.
- To supervise the cleaning operatives, ensuring their work is completed to an agreed schedule and to a required standard.
- To ensure punctuality and good time-keeping of all the cleaning operatives, including the monitoring of attendance and informing the Assistant Bursar of absences.
- Supervise staff returning to work after absences and complete the required Return to Work meeting and forms.
- Raise necessary paperwork to record absence of cleaners through planned holidays, other absence or sickness.
- To manage understaffing and ensuring variations are dealt with accordingly to fulfil cleaning requirements.
- Clean to a high standard. Including deep cleaning during holiday periods.
- Produce and maintain Cleaning Schedules and Standing Operating Procedures.

CLEANING TEAM SUPERVISOR: CANDIDATE INFORMATION PACK

Appraisals and Completion of Probationary Reports

- Responsible for the assessment of the performance of new cleaning staff through the established 3 months probationary period and record progress and improvements as required. To address any shortcomings and recommendations for probation extension with the Assistant Bursar (Compliance and Estates) and Human Resources.
- Conduct annual appraisals with all cleaning staff and submit to the Assistant Bursar (Compliance and Estates) in accordance with the timeframes issued by Human Resources.
- Liaise with the Assistant Bursar (Compliance and Estates) about and assist with any staff issues arising within the cleaning function.
- Coordinate with the Estates Manager about the movement of furniture and other items of equipment, as may be necessary, to allow for the effective performance of deep cleaning duties during the summer holidays.
- Cleaning Materials and Equipment
- To ensure that only approved cleaning materials are used in accordance with manufacturers printed instructions and COSHH regulations.
- To manage stock levels of equipment and materials and to request orders as needed. To ensure that cleaning equipment and materials are safely maintained and stored.
- Ensure proper care, troubleshooting and re-ordering of all necessary cleaning equipment and materials assigned to the cleaners.
- Ensure that any defects likely to affect security i.e. broken windows, window catches, etc. are promptly reported to the caretaking team.

Training

- The post holder may be required to attend, from time to time, training courses, conferences, seminars, or other meetings as required by his/her own training needs and the needs of the facilities service.
- In conjunction with the HR, ensure all new Cleaning Staff receive the correct formal induction and training, most importantly the Safeguarding and Child Protection Policies.

Health and Safety

- Comply with Health & Safety legislation, School policies and good health and safety working practices in relation to the use of School premises and own duties and responsibilities for pupils, staff and other users
- To investigate and report any breaches of safety regulations/policies or other safety concerns to the Assistant Bursar (Compliance and Estates).
- To be aware of and adhere to C.O.S.H.H (Control of Substances Hazardous to Health (Amendment) Regulations 1991.

General

- To attend and participate in staff INSET days as directed.
- Agree to take part in training programmes provided by the school.
- To promote the school at all times
- To maintain confidentiality at all times.
- To undertake such other duties which may reasonably be required.
- The nature of the work may involve from time to time the carrying out work outside of normal working hours.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Key skills, Knowledge and Experience	Essential	Desirable
Demonstrable work experience in facilities administration and management of a cleaning function	✓	
Related qualifications to the role are not essential but would be an advantage.		✓
Experience in managing others and be effectively responsible for their own and others' work output.	✓	
Working knowledge of IT, and with the use of Microsoft Office products, such as Word, Excel and Outlook.	✓	
Experience in planning and managing cleaning activities and schedules in medium to large establishments.	✓	
Good knowledge of cleaning techniques, materials, and chemicals together with the awareness of Health and Safety legislation, policy and good working practices relating to the facilities and cleaning functions	✓	
Adaptable and flexible, with ability to meet conflicting deadlines and prioritise as needed.	✓	
Excellent interpersonal skills with the ability to communicate with and assist stakeholders with varying seniority.	✓	
Experience in managing teams, and ability to foster a positive and hardworking culture	✓	
Ability to work autonomously, as well as taking direction from others and able to work well as part of a team.	✓	
Ability to resolve difficult situations, implement change and foster excellent working relationships.	✓	
A positive 'can-do' attitude with the proven ability to analyse and evaluate all options and to provide appropriate solutions	✓	



Statutory Checks

An offer of employment is conditional on the following:

- Check of at least two references that are satisfactory to us.
- Confirmation of medical fitness. You will need to complete a pre-employment medical questionnaire.
- Proof of right to work in the UK.
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within the last three months)
- Sight of the original of your marriage certificate/s or other documentation if you have changed your name.
- A satisfactory enhanced DBS criminal record check.
- A check of the Barred List, and the Prohibited List (where appropriate).
- A check of your employment history (including satisfactory explanations for any gaps).
- Overseas checks (where applicable).
- Completion of Staff forms.
- Satisfactory completion of an initial 3-month probation period.



How to apply

To request an application form please contact Lucy Flower at recruitment@menuhinschool.co.uk.

Your application form should be completed in full and returned, along with a covering letter outlining your reasons for applying and suitability for the position, to Lucy Flower by **noon on Friday 23 July**. Early applications are encouraged and interviews will be held as applications are received. The School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



@menuhinschool



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The Yehudi Menuhin School

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