



Job Vacancy

Cleaning Supervisor

- Working hours:** 25 hours per week, 2.30 pm to 7.30 pm, Monday to Friday
- During the College holidays, the working hours (25 per week) to be worked flexibly any time between 7.30 am and 5.30 pm (to be agreed with the Premises Manager)
- Contract type:** Permanent
- Start date:** 22 August 2022
- Salary:** The salary for this post will be point 10 of the pay spine for Support Staff, which is currently £22,254.00 per annum (reduced pro-rata to £15,036.49 per annum for the part-time contract.)

The current hourly rate is £11.56.

In addition to the Cleaning Supervisor salary, subject to satisfactory performance, the Cleaning Supervisor will receive annually (usually November) the support staff standards payment which is currently £370.00 per annum (reduced pro-rata to £250.00 for the part-time contract). Please note, this is not payable during the first year of service.

Located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park and an easy commute from much of the North West and Yorkshire, Greenhead College has been providing the highest quality academic Sixth Form College education in the area for over 40 years.

Greenhead College is an Ofsted Outstanding Sixth Form College (last inspected in March 2022) with 2,800 16-19 year old students following advanced level courses. The College has a long history of exceptional examination results and sits near the top of the national sixth-form college performance tables, meaning it is one of the very best in the country.

The College is a great place to work, with a warm, inclusive atmosphere between all staff and students. The staff are recognised for their hard work and the College offer a wide range of employee benefits such as free onsite staff carpark, generous holiday entitlement, a significantly enhanced occupational pension scheme, free use of the College gym, cycle to work scheme, plus many more.

The College is seeking a Cleaning Supervisor to undertake the daily operational supervision of the Cleaning Team (approximately 35 cleaners). This will include, but will not be limited to, arranging work schedules, authorising annual leave, monitoring cleaning duties/performance, recruiting new team members and providing Cleaner training.

We are seeking applications from experienced cleaners, with an excellent knowledge of cleaning methods, products and equipment.. Applicants will also need basic IT skills. Previous experience of supervising a team is not essential and training and support will be put in place for the right candidate. What we are seeking is an individual with the right attributes – i.e. great communication skills, a hard worker with high standards, and the ability to organise, plan and complete tasks.

The full list of criteria required for this role can be found within the job description and person specification. Please indicate how you meet these when completing your application.

If you are interested in this vacancy, please visit the College website www.greenhead.ac.uk/vacancies to complete and submit the following documents:

- Greenhead College application form;
- Equality and Diversity form;
- A supporting letter of application.

All applications should be submitted to Jen Rothery, Human Resources Advisor, as an email attachment to jobs@greenhead.ac.uk

The closing date for applications is Monday 8 August 2022 and interviews will be held shortly after.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.