



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Cleaning and Laundry Supervisor

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations

and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

The Cleaning Supervisor is responsible for day-to-day Cleaning and Laundry overseeing the day-to-day operations of the cleaning and laundry services, ensuring high standards of cleanliness and hygiene while managing staff and resources. This role involves supervising laundry operations, managing cleaning schedules, maintaining equipment, and handling day-to-day matters. This role also plays a key role in training staff, monitoring inventory, and ensuring compliance with health and safety regulations

You will report to the Operations Manager.

Responsible For

- Supervision of all cleaners and caretakers to ensure that the school and the Head's house (Mulberry) is cleaned to a high standard throughout term time and that deep cleaning and holiday cleaning schedules are managed effectively
- Daily handover meeting with evening supervisor
- Weekly, then monthly meeting with Operations Manager
- Visit the evening team once a term
- Ensure cleaning machinery and equipment is well maintained and training up to date
- Ensure PHS/window cleaners/supplier contracts are well managed
- Clean the GAPS accommodation kitchen/bathrooms prior and post GAPS being onsite, with additional review of the cleanliness of the accommodation on an Adhoc basis
- Clean Toilet Block and boys/girls throughout the day
- To review the cleaning duties and alter schedules/frequency to support the needs of the school
- To walk the site and brush down external window ledges/wipe down doors etc monthly

- To carry out termly cleaning audits of all areas and log any maintenance issues on the Helpdesk
- To complete a 'Guide To The Domestic Department' so the guide can be referred to for all aspects of the role and the duties of the cleaners throughout the year
- To manage an effective holiday planner for the team and cover their cleaning duties when they are away
- To build good working relationships with the rest of the Team and across the school
- Run an efficient laundry service for boarders, kitchen and sports department
- To take responsibility for the boarding accommodation, maintaining it to a high standard
- Supervise Gaps laundry (new Gap students arrive in January)
- To carry out daily spot checks to ensure cleaning standards are maintained and improved upon
- To react to cleaning calls logged on the Facilities Helpdesk by either resolving the issues in person or allocating to one of the cleaning team
- To support the cleaning requirements of external lets and liaise with interested parties (Easter and summer courses)
- To ensure all equipment used as part of the cleaning of the school is maintained and appropriate records kept
- Ensure the standard of hygiene, safety (including full COSHH and risk assessments) and cleanliness of all areas is observed at or above those standards laid down by the school or by the law (training will be provided)
- Identify ongoing training needs within the cleaning team
- Report all holiday/accidents/sickness following school procedures
- To help at end of summer term with trophy cleaning and be in attendance on Speech Day to help litter pick and keep toilets clean

Person Specification Essential Criteria

- Has worked in a supervisory cleaning role.
- Excellent communication and interpersonal skills.
- Experience of working in a leading role.
- Knowledge of Health and Safety as well Health and Safety policies and risk assessments.
- Knowledge and effective implementation of the School's safeguarding policies.
- Proactive and committed to problem-solving.
- Good organisational skills to be able to manage workload independently.
- Willingness to learn and ability to pick up new skills quickly.
- Excellent understanding of the Microsoft Office suite, in particular Excel and word.
- Attention to detail.
- An empathy with the aims and ethos of the School.

Desirable Criteria

- Experience of creating documentation for technical and non-technical audiences.

- Previous experience of working in a school / educational environment.

Hours of work

Term time

6.00 am - 2.30pm with a 30 min break. Mon - Fri

School Holidays

7.00am – 3.30pm with a 30 min break. Mon - Fri

School events

The post holder will be required to work when certain school events take place e.g. sports and speech day and any other requirements, these will not be paid

Weekend cover

Occasional working on weekends to cover annual leave or large events that require additional support. Worked on a rotational basis.

Overtime may be required or offered in certain circumstances to cover sickness etc and this will be paid.

Holiday Entitlement

Annual leave: 20 days' holiday plus statutory public Holidays.

The holiday entitlement runs from 1st September to 31st August.

Notice Period

Three months' notice, following successful completion of a 9-month probationary period.

Salary

A competitive salary will be offered depending on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will be offered a range of benefits including a generous employer contributory pension, free parking and free lunch/refreshments.

Start date

1 September 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including, but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Application

If you wish to be considered for this role, please complete an application form which can be found on our website and email to: recruitment@holmewoodhouse.co.uk.

The closing date for applications is 9:00am 26 August 2025.

If you would like more information on the role or require a hard copy application form please contact Tim Laker, Bursar on 01892 860000.