

A wide-angle photograph of the Dulwich College campus. In the foreground is a large, well-maintained green lawn. In the middle ground, there are several red brick buildings with white window frames and decorative architectural details. The largest building on the right has a prominent central tower with a clock face and a pointed roof. To the left, there are more trees and a smaller building with a green dome. The sky is blue with scattered white clouds. The overall scene is bright and sunny.

DULWICH COLLEGE
FOUNDED 1619

Night Cleaning Supervisor

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.

Vision Values & EDI

Our Vision

to be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.

Night Cleaning Supervisor

The Night Cleaning Supervisor is responsible for overseeing the delivery of high-quality cleaning services across the DC Estates, including Dulwich College, the Sports Centre and the Trevor Bailey Sports Ground. Working during the night shift, the postholder will lead and support the cleaning team to ensure all areas are cleaned, maintained and presented to the highest standards. They will be responsible for planning and allocating workloads, monitoring performance, carrying out quality inspections, and ensuring compliance with the agreed Service Level Agreement (SLA).

The Night Cleaning Supervisor will also ensure that all cleaning activities are completed safely, efficiently and in line with health and safety legislation, College policies and industry best practice, while responding promptly to operational issues and maintaining effective communication with colleagues and stakeholders to support the smooth operation of the Site Services function.

Role Overview

- Permanent, Full Time
- £18.00 per hour
- Reporting to: Cleaning Manager

The standard work pattern is 40 hours per week. Shifts will be 8 hours worked between 16:00 - 09:00, shift times will be determined according to the needs of the College.



Key Responsibilities

- Supervise, motivate and support a team of cleaners, acting as first point of contact for day-to-day operational guidance and queries, and promoting high standards of performance, attendance and conduct.
- Develop and maintain positive working relationships with the cleaning team, ensuring expectations, standards and responsibilities are clearly communicated and understood.
- Ensure all cleaning processes, procedures and safe systems of work are implemented, maintained and adhered to.
- Maintain high standards of cleanliness across all areas, ensuring agreed service levels are consistently achieved.
- Undertake cleaning duties as required to support the team and ensure standards are maintained.
- Plan and coordinate periodic deep cleaning programmes, including hard floors, carpets and upholstery, to maintain the condition and appearance of College facilities.
- Deliver an exceptional cleaning service within the designated areas of responsibility, ensuring customer expectations are met or exceeded.
- Carry out a range of cleaning duties, including cleaning offices, meeting rooms, classrooms, toilets, shower facilities, communal areas, vacuuming, wet and dry mopping, and waste disposal.
- Conduct routine inspections and quality checks to ensure all cleaning tasks are completed to the required standard.
- Plan and organise cleaning schedules, allocating resources effectively to meet operational requirements.
- Maintain accurate records of cleaning activities, staffing hours and other operational information as required.
- Regularly review cleaning methods, procedures and working practices to identify opportunities to improve efficiency, service quality and value for money.



Role details



Role details

Key Responsibilities

- Respond promptly and professionally to cleaning-related enquiries and complaints, resolving issues within agreed timescales.
- Manage cleaning equipment, machinery, consumables and stock levels, ensuring resources are maintained, stored safely and replenished as required.
- Report any maintenance defects or health and safety concerns identified during cleaning duties through the appropriate reporting procedures.
- Deliver induction, training and ongoing coaching to cleaning staff, identifying performance, disciplinary or grievance issues and escalating them in line with College procedures where appropriate.
- Conduct probation reviews, performance appraisals and regular one-to-one meetings, identifying training and development needs to support continuous improvement.
- Build and maintain effective working relationships with College staff, Site Officers and other stakeholders to ensure a responsive and collaborative service.
- Ensure compliance with all Health and Safety, COSHH, hygiene and safeguarding policies and procedures, promoting a safe working environment at all times.
- Monitor cleaning supplies and consumables, ensuring sufficient stock is available to support service delivery while minimising waste.
- Provide operational cover for members of the cleaning team during periods of absence or increased demand to ensure continuity of service.
- Undertake any other duties appropriate to the role, as reasonably requested by the Cleaning Manager or Head of Facilities.



Person specification

[→ Get in touch](#)

	Essential	Desirable	Assessment
Good standard of literacy and numeracy.	Y		Application form Interview
Previous experience of supervising or leading a cleaning or facilities team.	Y		Application form Interview
Ability to lead, motivate and support a team, promoting high standards of performance and service delivery.	Y		Interview
Excellent interpersonal and communication skills, with the ability to build positive working relationships with colleagues and stakeholders.	Y		Interview
Ability to plan, prioritise and organise workloads effectively, responding to changing operational demands.	Y		Interview
Practical problem-solving skills with the ability to use initiative and make informed decisions.	Y		Interview
Flexible and adaptable approach, with the willingness to undertake a range of duties to meet operational requirements.	Y		Interview
Competent in maintaining accurate records and completing basic administrative tasks.	Y		Interview
Understanding of health and safety requirements, including COSHH and safe working practices.	Y		Interview

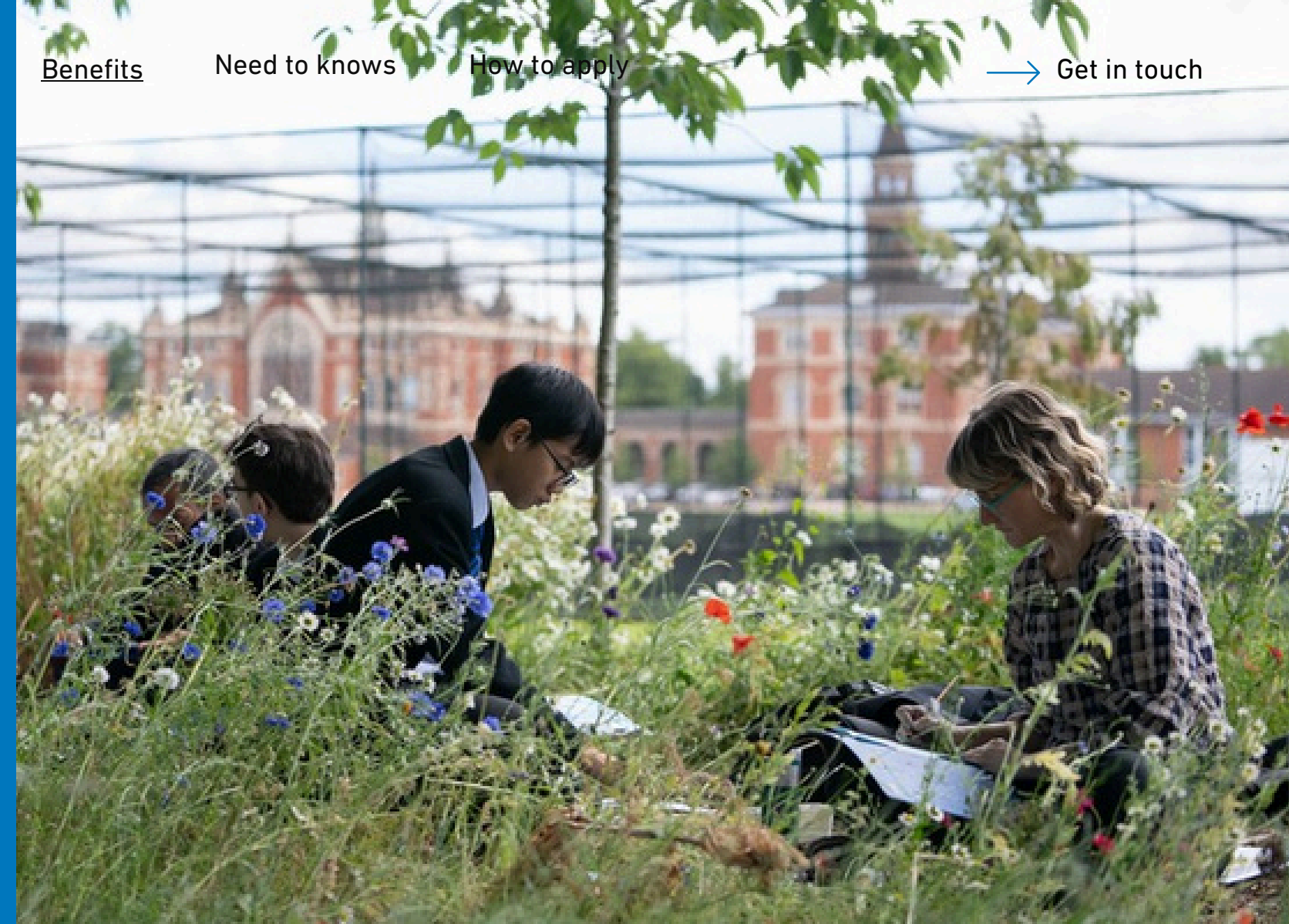


	Essential	Desirable	Assessment
Leads by example, demonstrating professionalism, reliability and a strong work ethic.	Y		Interview
Proactive, self-motivated and committed to delivering high standards of cleanliness and customer service.	Y		Interview
Positive, approachable and supportive, with the ability to work collaboratively as part of a team.	Y		Interview
Calm and resilient under pressure, with the ability to respond effectively to changing priorities.	Y		Interview
Takes pride in maintaining a safe, clean and welcoming environment.	Y		Interview
Demonstrates integrity, discretion and respect for confidentiality.	Y		Interview
Committed to safeguarding and promoting the welfare of children and young people.	Y		Interview
Enthusiastic, energetic and able to maintain a positive outlook and sense of humour.	Y		Interview

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

College Community and benefits



Make your money go further

- Contribution pension scheme.
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV Parking

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership for you, your partner and children under 18 (terms and conditions apply).
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

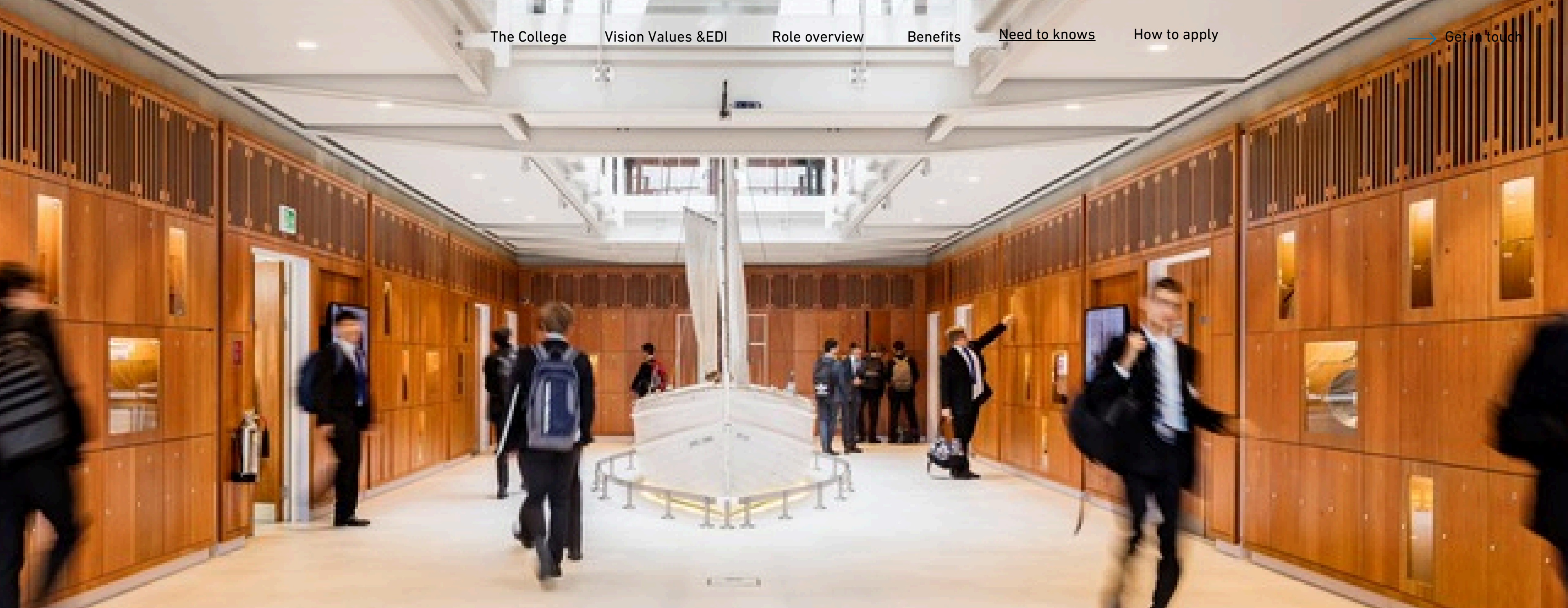
- Life insurance – Included with all pension schemes for permanent employees.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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