

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Cleaning Supervisor
<b>CONTRACT TYPE:</b>	Permanent
<b>ACCOUNTABLE TO:</b>	Site Manager / Estates Manager
<b>GRADE:</b>	Grade 2 SCP 3-4 £7,98.68 - £8,121.14
<b>REQUIRED:</b>	March 2024
<b>Responsibilities of all post holders</b>	
<b>Ethos:</b>	<p><b>Staff are expected to support and contribute to the school ethos.</b></p> <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.</p> <p>The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to signing our ICT Staff User Policy and having a satisfactory Enhanced DBS Certificate.</p>
<b>General expectations:</b>	<p><b>Employees will:</b></p> <ul style="list-style-type: none"> <li>• Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.</li> <li>• Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and pupils to follow this example.</li> <li>• Follow school policy regarding care, support and supervision of pupils.</li> <li>• Attend training and development activities and courses, ensuring continuing, personal and professional development.</li> <li>• Contribute to a welcoming school culture by promoting mutual respect for all.</li> <li>• Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.</li> <li>• Work as a team member.</li> <li>• Act as a role model to pupils in speech, dress, behaviour and attitude.</li> <li>• Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health &amp; Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality, and Induction.</li> </ul>
<b>Duties and responsibilities for all cleaning staff:</b>	<p><b>Cleaners will:</b></p> <ul style="list-style-type: none"> <li>• Ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.</li> <li>• Clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.</li> <li>• Clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.</li> <li>• Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.</li> <li>• Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc.</li> <li>• Ensure wet floor Health &amp; Safety hazard signs are used when required to ensure wellbeing of staff/pupils is maintained;</li> <li>• Use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.</li> <li>• Assist in the whole school clean during school closure as per the school cleaning programme.</li> <li>• Check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.</li> <li>• Provide cover on other sections/ areas of the school when necessary.</li> </ul>

**Responsibilities of all cleaning supervisors:**

**All cleaning supervisors will:**

- Supervise and support the work of the cleaners.
- Undertake cleaning monitoring and audits regularly to ensure standards are maintained.
- Support absence management processes in relation to the cleaning team.
- Order, manage, maintain required stock levels for the department.
- Delegate tasks appropriately to the team.
- Hold regular meetings with the team and individuals to monitor progress towards objectives.
- Induct and mentor new staff.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

# PERSON SPECIFICATION

		Essential	Desirable
<b>Application</b>	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
<b>Qualifications and professional development</b>	Willingness to undergo training relevant to the post	*	
	Manual Handling training	*	
	COSHH training		*
	Working at height training		*
<b>Experience</b>	Competence in carrying out general cleaning tasks	*	
	Awareness of health and safety issues	*	
	Experience of cleaning within a commercial environment		*
<b>Qualities &amp; values</b>	A passion for cleaning.	*	
	The ability to work in a busy and demanding environment.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all.	*	
	A commitment to promoting inclusion.	*	
	A commitment to Equal Opportunities.	*	
<b>Personal attributes</b>	Ability to work successfully under pressure and retain a sense of perspective.	*	
	A strong moral purpose and drive.	*	
	Ability to work as a team member to achieve common goals.	*	
	Enthusiasm and self-confidence.	*	
	High personal and professional standards	*	
	Initiative, energy and perseverance.	*	
	Caring and supportive.	*	
	Adaptable and flexible approach	*	
	Embody the ethos of the Trust	*	

Assessment against the criteria above will be through the application form, letter of application. Work related assessments, interview process and references.