

## **JOB DESCRIPTION**

**Job Title:** Cleaning Supervisor

**Grade:** Grade 4

**Salary Range:** 11-14 £8.82

**Responsible to:** Site Service Officer

**Responsible for:** Cleaners

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### **Job Purpose**

Monitor and manage the quality of the work undertaken by a small cleansing team, ensuring that the whole school premises are kept in a clean and hygienic condition. This will be done by maintaining a cleaning rota which has daily, weekly and termly components. Also, to be responsible for the locking of the school building at the end of the shift.

### **Key External Contacts**

None.

### **Key Internal Contacts**

Site Service Officer, Head Teacher, Staff, Pupils

### **Supervision**

1. In conjunction with the Site Service Officer monitor the quality of work of the cleaning staff within the school.
2. Assist in the training of new cleaning staff ensuring that standards expected are clearly defined and their area of responsibility can be covered within the time frame of the cleaning rota.
3. In conjunction with the Site Service Office ensure that adequate supplies of cleaning materials and equipment are available to staff as required.
4. Ensuring good working practices of staff under your supervision especially where chemicals and hazardous substances are in use (COSHH).
5. Motivating and encouraging staff to work efficiently and achieve a high stand of work.

### **Duties and Responsibilities**

1. In conjunction with the Head Teacher, Site Service Officer and other cleaning staff, design and maintain a cleaning rota for the school premises taking into consideration that certain activities have a sessional nature.
2. Identify areas of concern within the cleaning duties at the school and make recommendations for their solution.
3. Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
4. To carry out the summer clean as required during the school closure periods.
5. Ensure all areas are properly secured after cleaning work is completed and that any breaches of security reported.

### **Security of School Building**

1. To lock the school building at the end of the cleaning shift ensuring that all windows, doors, gates are securely locked down and the security system is set.

### **Responsibilities**

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

### ***Personal & Professional Development***

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

### **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

### Person Specification – Cleaning Supervisor

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/A*
<b>Experience</b>			
Experience of working at supervisory level.	✓		A/I
Experience of planning staff rotas, stock monitoring.	✓		A/I
Experience of managing and leading staff.	✓		A/I
Experience of working with young people and/or within a school environment	✓		A/I
<b>Skills, knowledge and Understanding</b>			
Strong effective leadership and management skills,	✓		A/I
Good understanding of Health & Safety, COSHH regulations/legislation.	✓		A/I
Effective communication and influencing skills.	✓		A/I
Ability to carry out work under minimal supervision.	✓		A/I
Effective team leader and team player.	✓		A/I
Good ICT skills.	✓		A/I
Experience of carrying out basic cleaning tasks.	✓		A/I
Good communication skills both written and verbal.	✓		A/I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

\*I - Interview

A – Application Form