

Job Description - Cleaning Supervisor

Job Title	Cleaning Supervisor
Grade	GLC Point 16 -20 [£20,805 – 23,412 [FTE]
Reports to	Site Manager
Liaison with	Site Manager, cleaning staff.
Hours	4am till 8.30am / 230pm till 530pm (37.5hrs) also need to clarify if this is term time plus 5 weeks
Job Purpose	To supervise the cleaners

Duties

The overall responsibility for the cleaning team to ensure the cleanliness of the building ensuring cleanliness is maintained.

- Involvement in interviewing cleaning staff
- Ensure all toilets are clean, clear of litter, graffiti and report any damage to Caretakers. Carry out same after breaks
- Pick up any rooms/areas not cleaned the previous evening/morning
- Ensuring all areas are maintained and spot checked daily for cleanliness and damage, i.e. Graffiti
- Ensure all classrooms, offices and corridors are cleaned to a high standard and that the building is ready for use each day.
- To be responsible for Stock management and ordering, including the maintenance of equipment
- Organise work schedules for cleaners, arranging cover for absence and organising the holiday rotas
- Allocate staff deployment areas and monitor quality of cleaning in all areas
- Carry out audit of standards and manage this through performance management of the cleaning team
- Ensure regular training for cleaners either general or specific to needs.
- Support cleaning staff when performance issues are identified enabling any problems to be addressed
- Address any issues raised by teaching/administration staff in the Daily Record Book
- To monitor and support staff performance and administer disciplinary procedures for cleaning staff where appropriate
- Report to site manager at weekly meeting
- Responsible for Health and Safety of the cleaning team
- Assist Caretakers as required to ensure the building is ready for use day to day.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

CLEANING SUPERVISOR (Secondary)

General heading	Examples
Qualifications & Experience	Experience of cleaning and first line maintenance To use appropriate equipment, materials, tools and machinery to ensure the job is done effectively
	Basic knowledge of First Aid Basic knowledge of COSHH training
	To have a competent level of literacy and be able to communicate effectively
	To have a competent level of numeracy to allow basic calculations for ordering and budgeting
	Ability to use cleaning products
Communication	Ability to complete basic forms/ plus computer skills
	Ability to exchange routine verbal information clearly
	Understand the school's behaviour management policy
	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Job description	To supervise the current team of cleaners ensuring a high level of cleanliness and hygiene throughout the academy and maintaining the effective running of the team
	To be aware of the conditions associated with the cleaning of the academy relating to the academy / site users and to work to the appropriate health and safety rules and processes.
	Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing, and dusting of designated areas as required by the school
	Specialist cleaning where requested by the school, i.e. carpet shampooing
	To report any damage/ defects to the appropriate person
	To liaise with site staff, supervisors and line managers as required.