

St Cedd's School



Job Description

Job Title: Cleaning Supervisor

Responsible to: Bursar

At all times the post holder will report to the Bursar, taking directions on a weekly basis.

Key Accountabilities:

- To supervise and lead the cleaning team, ensuring high standards of cleanliness are maintained throughout the School
- Prepare staff cleaning rotas
- To ensure that the cleaning staff adhere to School policies and legislation regarding cleaning, hygiene and Health & Safety
- To ensure all COSHH sheets, Risk Assessments and other H&S documentation is kept up to date
- Training new cleaning staff to provide the highest possible standards of cleaning throughout the School
- To conduct spot checks on a regular basis
- To ensure adequate cleaning products and equipment are available throughout the School, supervise and control usage and carrying out routine stock checks
- To order additional supplies of cleaning products as required
- To ensure adequate cleaning cover is in place when staff are absent
- To supervise staff returning to work after absences and completing the required Return to Work Forms
- Planning, supervising and participating in deep cleaning schedules during the holidays
- To be responsible for the overall cleanliness of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.