



## CLEANING SUPERVISOR

### Job Description

<b>Job Title</b>	Cleaning Supervisor (Secondary)
<b>Grade</b>	2020 Scale 3
<b>Reports to</b>	Premises Manager
<b>Liaison with</b>	Premises Manager, Front office other cleaning staff
<b>Job Purpose</b>	To supervise the cleaners
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Involvement in interviewing cleaning staff</li> <li>• Ensure all toilets are clean, clear of litter, graffiti and report any damage to Caretakers. Carry out same after lunch break</li> <li>• Pick up any rooms/areas not cleaned the previous evening/morning</li> <li>• Spot clean graffiti in corridors</li> <li>• Ensure corridors are clear of litter</li> <li>• Order stock</li> <li>• Organise work schedules for cleaners</li> <li>• Maintenance of equipment</li> <li>• Clean Windows/showcases</li> <li>• Clean any classrooms that may have free periods, before the end of the school day</li> <li>• Greet cleaners, allocate work areas and distribute keys accordingly</li> <li>• Support cleaners in their needs and requirements</li> <li>• Carry out audit of standards</li> <li>• Regular training for cleaners</li> <li>• Concentrate on working with a cleaner once a month to enable any problems to be addressed</li> <li>• Address any issues raised by teaching/administration staff in the Daily Record Book</li> <li>• Carry out disciplinary procedures for cleaning staff</li> <li>• Ensure areas are covered if short staffed and cover when necessary</li> <li>• Report to Premises Manager at weekly meeting</li> <li>• Responsible for Health and Safety of Cleaners</li> <li>• Assist Caretakers as required</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul>

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|  | <ul style="list-style-type: none"><li>• 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</li><li>• 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</li></ul> |
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