



<b>Title of Post:</b>	<b>Cleaning Supervisor and Lunchtime Supervisor Post</b>
<b>Post Status:</b>	Permanent
<b>Working Year:</b>	Cleaning Supervisor - Term time plus 3 weeks Lunchtime Supervisor – Term time
<b>Hours of work:</b>	Cleaning Supervisor 2pm - 7.30pm daily Lunchtime Supervisor 1pm – 2.00pm daily
<b>Salary Grade</b>	Cleaning Supervisor Grade 3 (SCP10) Lunchtime Supervisor Grade 4 (SCP 11)
<b>Accountable to:</b>	Cleaning Supervisor - Site Manager Lunchtime Supervisor – Cover Supervisor

### **Purpose of the post**

Under the guidance of the Site Manager, the Cleaning Supervisor will have responsibility for the day to day management of the cleaning team, ensuring a clean and hygienic school environment which meets the specified cleaning standards. The post also includes a Lunchtime Supervisor role, to ensure the orderly conduct, welfare and safety of students during the lunch break as part of the school supervisory team. There will also be first aid responsibilities, where full training will be provided.

### **Duties Cleaning**

- Carry out general cleaning duties to include;
  - Emptying and cleaning of bins,
  - Wiping and straightening furniture,
  - Wiping ledges, pipe, paint work, doors and polishing glass
  - Moping and spraying hard floors,
  - Vacuuming
  - Cleaning toilets including sanitary fittings and surrounds
  - Replenish janitorial supplies in toilets
  - Periodic cleaning of windows
  - Checking and closing windows and turning off lights after work
  
- Use electrical cleaning equipment as appropriate.
- Maintain correct levels of materials and equipment.
- Ensure the safe use of all machinery, equipment and chemicals.

- The post-holder will be a key holder and may occasionally be required to lock the building and secure the site
- Report any incidents/issues to the Site Manager.
- Organise and supervise staff, ensuring cleaning is in accordance with the agreed specification.
- Organise the allocation of duties to ensure that all designated areas are cleaned.
- Co-ordinate holiday cleaning as required.
- Inspect and monitor standards of cleaning.
- Ensure that all health and safety policies are adhered to by staff.

**Duties Lunchtime Supervisor**

- To work under the direction of the Cover Supervisor and carry out duties as directed by them.
- To be in the area identified by the Cover Supervisor on time, for the full duration of the lunch break and remaining vigilant at all times.
- To supervise students in the dining hall, playgrounds and school premises including the toilets and cloakrooms.
- To ensure that students remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a student may be at risk.
- To maintain good standards of behaviour from students on site at lunchtime.

**Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, student behaviour, COSHH, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist in emergency situations such as fire drills and lockdown procedures
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and abide by the staff code of conduct
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To be a first aider for students and staff

Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified. Other duties that the Site Manager/Operations Manager deems is commensurate with the post may be required.

This job description is subject to review by the Principal in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....