



<b>Title of Post:</b>	<b>Cleaning Supervisor</b>
<b>Post Status:</b>	Permanent
<b>Working Year:</b>	Term time plus 3 weeks
<b>Hours of work:</b>	2.30pm - 7.30pm daily
<b>Salary Grade</b>	Grade 3 (SCP10)
<b>Accountable to:</b>	Site Manager

### **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. 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.

**Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, 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

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:** .....