 **JOB**

 **DESCRIPTION**

 Job Title: **Cleaning Manager**

 Location:

 **Havelock Academy**

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| **Job Purpose:** | Responsible for the cleaning staff and the general cleaning of academy premises |
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| **Background:**  | The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London. Our aim is to be the country’s leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment. |
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| **Reporting To:** | Site Manager |
| **Grade:** | NJC 4  |

**KEY RESPONSIBILTIES AND ACCOUNTABILITIES**

**MAIN DUTIES AND RESPONSIBILITIES**

* To oversee the cleaning of the school site as allocated by the Site Manager.
* To monitor stock control for all cleaning products and equipment and request replenishment.
* To supervise the team of cleaners in their assigned task.
* To act as a first point of call for cleaning teams and other school staff regarding all cleaning related matters.
* To support the Site Manager with planning work schedules for cleaners and locations.
* To inspect work areas cleaned by cleaners against service level expectations and report any concerns or issues to Site Manager in regular meetings.
* To keep designated areas clean and safe for pupils.
* To ensure that a high level of cleanliness is maintained throughout the school on a daily basis by carrying out and recording spot checks.
* To ensure all cleaning equipment is well maintained and is safe for use.
* To look at ways of continually improving the cleaning of the school and discuss implementation with Site Manager.
* To ensure standards and procedures are adhered to.
* To identify training needs for cleaning staff and provide training on service standards.
* To keep COSHH Register information up to date.
* To be aware of their responsibilities for Health & Safety of themselves and others.
* To be able to perform cleaning duties as allocated by the Site Manager.

**KNOWLEDGE/SKILLS/EXPERTISE**

* Ability to carry out general cleaning duties as detailed in the Job Description.
* Is punctual and reliable.
* Ability to manage time effectively to complete tasks to a high level.
* Ability to prioritise work.
* Able to work with minimum supervision or as part of a team.
* Ability to work both alone and within a team to achieve specified standards.
* Be flexible to changing demands of the post.
* Have an awareness of and display a commitment to the relevant legislation and guidance in

working practices in relation to the safeguarding of children and young people.

* Trustworthy, maintaining confidentiality at all times in respect of school related

matters and to prevent disclosure of confidential and sensitive information

* Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene.

**PERSON SPECIFICATION**

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

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|  | **Essential**  | **Desirable**  | **Assessed**  |
| Qualifications and Professional Development  |  |  |  |
| * able to communicate clearly, understand and follow instructions.
 | **✓** |  |  |
| * experience of undertaking general cleaning duties
 | **✓** |  |  |
| * ability to communicate with a wide range of people
 | **✓** |  |  |
| * previous experience of a commercial or academic setting
 | **✓** |  |  |
| * knowledge surrounding the safe storage and use of cleaning materials
 | **✓** |  |  |
| Equal Opportunities  |  |  |  |
| * A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.
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| Safeguarding  |  |  |  |
| * Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.
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| * Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.
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| * Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.
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| Health and Safety  |  |  |  |
| * Aware of Health & Safety and Safeguarding as appropriate to role
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*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***