



St George's Academy

“Aiming high to achieve excellence for all”

Cleaning Manager Job Description

Salary: NJC Scale 3
Contract type: 41 working weeks per year
Responsible to: Estates Manager

PURPOSE OF JOB

- To line manage the team of Academy cleaning staff on both the Sleaford and Ruskington Campuses.
- To ensure the premises has a clean, safe, hygienic and welcoming environment for all users.
- To ensure that programs of cleaning works are delivered on time, to a high quality standard, whilst maintaining and following required health and safety practices and The Academy's expected policies and procedures.
- To support the Estates Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

- To be responsible for overseeing and line managing the team of Academy cleaning staff. This will include working closely with the Cleaning Supervisor of both campuses to ensure that work remains of a high standard and that any performance and / conduct issues are addressed.
- To assist in the recruitment of cleaning staff where required. This will include responsibility for leading on probationary reviews.
- To oversee the training and induction of new cleaning staff members in conjunction with the Cleaning Supervisors on the Ruskington and / or Sleaford campus.
- To oversee the training and development of all cleaning staff members, ensuring they are aware of all required procedures and consistently maintain quality standards. This will include the planning and delivery of training on cleaning techniques, safety procedures and equipment operation.
- To be responsible for overseeing and managing (in conjunction with the two Cleaning Supervisors) staff absences, ensuring that cover is appropriately arranged as required.
- To manage the cleaning schedules, allocating tasks effectively and monitoring work undertaken across the cleaning team.

- To be responsible for overseeing orders for cleaning consumables, equipment and uniform and for ensuring that appropriate records are kept.
- To be responsible for managing cleaning supplies and equipment, ensuring adequate stock and efficient use at all times.
- To receive deliveries of stores, materials and other goods delivered to the school and arrange storage.
- To be responsible for ensuring that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition. This will include arranging appropriate repairs as and where required.
- To be responsible for the regular checking, monitoring and auditing of all cleaning areas across both Ruskington and Sleaford, to ensure that programs of cleaning works are delivered on time, to a high standard, whilst maintaining and following safe practices. This will include completion and maintenance of documented quality assurance records as required.
- To be responsible for maintaining a list of COSHH sheets applicable to the chemicals held on site.
- To be responsible for ensuring that risk assessments are in place for all work activities, and updated when required.
- To be responsible for conducting regular inspections to ensure cleaning standards are maintained, taking remedial action promptly where issues arise.
- To be responsible for ensuring compliance with health and safety regulations, including proper use of equipment and chemicals.
- To maintain regular communication with line manager, the site team and / or the cleaning supervisors regarding cleaning needs and / or any identified maintenance issues.
- To be responsible for maintaining accurate records of cleaning activities, staff attendance and incident reports.
- To undertake School Audits on a weekly basis.
- Drive (if qualified) Academy minibuses / van on an ad hoc basis and if required to meet service need.
- Any other task deemed necessary by the Estates Manager or Designated Person.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description for the role and have sought clarification of any points where required	
Signature:	
Date:	

PERSON SPECIFICATION

Cleaning Manager

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> Completed mainstream education to GCSE level Experience of working in a team Experience of working in a cleaning role Experience of supervising others 	<ul style="list-style-type: none"> Experience of Managing a Cleaning team Experience of working in an Educational setting. 	Application Application Application Application/Interview
2. KNOWLEDGE	<ul style="list-style-type: none"> Understand the importance of safeguarding within a school environment Knowledge of data protection and confidentiality procedures Knowledge of cleaning methods and the use of cleaning materials and cleaning equipment Understanding of COSHH and health and safety requirements in relation to cleaning procedures and the ability to recognise and take action to avoid potential risks under Health & Safety legislation An understanding of good manual handling techniques Working knowledge of Microsoft Office Suite 	<ul style="list-style-type: none"> Knowledge of specialist equipment and materials 	Application/Interview Application/Interview Application/Interview Application/Interview Interview Application/Interview
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> Have the ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances Able to give instruction in a clear and concise manner, lead, train and motivate a team Problem solving – ability to respond to problems and identify solutions with appropriate support/guidance from more senior colleagues. Aware of when to seek support. 		Interview Interview Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Flexible with effective time management skills • An ability to use own initiative, work independently • Able to manage a physically demanding schedule 		Interview Interview Interview Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Minimum of 2 GCSE's. Must include English and Maths from A-C grades or equivalent or be able to demonstrate a willingness to work towards achieving these qualifications • Good standard of written and spoken English • Willingness to undertake training and development related to the post. • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Relevant NVQ qualifications and / or experience to carry out duties competently 	Application Application/Interview Interview Application
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Demonstrates accountability and ownership for own work duties and activities and carries them out to a high standard and with integrity. • An ability to work within a team environment and be supportive of the overall team effort. • Self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills • Flexible and adaptable • Ability to travel to work across the Academy's two campus sites. 		Interview Interview Interview Interview Application/Interview