**Job Description: Cleaning Manager**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 7 |
| **Responsible to:** | Operations Manager |

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| **Main Purpose** |
| To inspire excellence at Twynham School. The Cleaning Manager plays a crucial role in maintaining a clean, comfortable, and welcoming environment within our school. They are responsible for managing and supervising the cleaning team to ensure that the school is maintained to a high standard of cleanliness, hygiene, and safety. The Cleaning Manager will ensure that cleaning schedules are adhered to, supplies are managed efficiently, and all work is carried out in compliance with health and safety regulations. |

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| **Duties and Responsibilities** |
| * Supervise, lead, and motivate the team of cleaners, ensuring tasks are completed to a high standard. * Prepare and manage staff rotas and work schedules to ensure appropriate cover at all times. * Monitor cleaning standards throughout the school through regular inspections. * Ensure that cleaning is carried out in all areas of the school, including classrooms, offices, corridors, toilets, staff rooms, sports facilities, and other communal areas. * Order, manage, and maintain cleaning supplies and equipment within allocated budgets. * Conduct staff inductions, on-the-job training, and ongoing supervision and support. * Ensure compliance with COSHH regulations and the safe use and storage of cleaning chemicals. * Report any maintenance or repair needs promptly to the site or facilities manager. * Liaise with school staff and external contractors as necessary. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| * Carry out cleaning tasks from time to time, if required.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * Proven experience in a cleaning or housekeeping supervision role, preferably within an educational or institutional setting. * Strong organizational skills and attention to detail. * Excellent interpersonal and communication skills, with the ability to interact effectively with a variety of stakeholders (students, staff, parents, and visitors). * Proven experience of team management with a focus on team building and providing a supportive management framework. * Ability to manage multiple tasks simultaneously in a fast-paced environment. * Good knowledge of cleaning procedures, safety regulations, and maintenance processes. * A positive and proactive attitude with a customer service mindset. * Ability to work independently and as part of a team. * Ability to move between different areas of the school, from classrooms to event spaces, and perform bending, or lifting light loads as part of the cleaning and supply management process.   **Desirable:**   * Level 3 or higher qualifications. * Evidence of recent and relevant training. * Training in facilities management, cleaning management or hospitality. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |