

Job Description

Post: Cleaning Services Manager

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Manage the work of a team of part time cleaners.
- Ensure that the cleaning in the academy is performed efficiently and to a consistently high standard.
- Arrange cover in the event of any absence and agree over time working hours as and when required.
- Organise the workload of the cleaners to ensure an even distribution of work.
- Ensure all cleaners are adequately trained to an acceptable level.
- Assist with the recruitment process.
- Monitor the performance of the cleaners.
- Provide outstanding customer service to students, staff, visitors, and families.
- Order all required cleaning materials and ensure budgets are adhered to.
- Liaise with the HR officer regarding absence or procedures.
- Report emergencies to the estates team.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.