

JOB DESCRIPTION

SCHOOL: Conyers School

POST TITLE: Cleaning Operations Supervisor

GRADE: F (SCP 7/8)

REPORTS TO: Estate & Facilities Manager

MAIN PURPOSE: To work under the direct instruction of the Estate & Facilities Manager, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils. To monitor and direct the cleaning staff.

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TASKS:

RESPONSIBILITIES:

- To monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification including monitoring capability and completing group appraisals.
- Completion of 'Return to Work' forms after cleaning staff absences.
- Arrange cover during cleaning staff absences
- Training new cleaning staff, including online inductions
- To monitor and direct the work of the cleaners by producing timetables for the team and managing any minor changes to the work structure.
- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

MATERIALS/SUPPLIES:

- Cleaning staff will inform the Cleaning Operations Supervisor when stock levels are low. The Cleaning Operations Supervisor will then complete a reordering form and submit it to the Estate & Facilities Manager for approval as the budget holder.
- Ensure correct materials are used, awareness of COSHH as it applies to schools

HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean.
- Ensuring cleaning materials are safely stored, and are not accessible to children.
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

OTHER:

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

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	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Basic skills/induction • Good understanding of IT, Word, Excel • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • COSHH training • Health & Safety training • The Support Work in Schools VQ (SWIS) • NVQ Level 1 in Cleaning
EXPERIENCE:	<ul style="list-style-type: none"> • Previous cleaning experience • Staff supervision 	<ul style="list-style-type: none"> • Experience of working in a school environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to work as a team member • Ability to work to deadlines • Good communication skills • Ability to use heavy cleaning equipment, e.g. buffer • Be able to supervise staff 	
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Pleasant and friendly manner • Polite and punctual • Reliable • Commitment to achieving high standards of cleanliness and hygiene • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	