



Job Description

Job Role:	Cleaning Services Supervisor
Line Managed by:	Operations Director
Staff Management Responsibility:	Cleaner/s
Salary Grade:	C1
Any Special Conditions of Service:	No smoking policy. Requirement to work outside of school hours. Normal working hours are 2 per day, Monday – Friday. TtO + 15

Overview

To supervise and performance manage a team of cleaners ensuring the effective delivery of cleaning services. This role is based on site at Guiseley School.

Duties

- 1 To supervise the team of cleaners ensuring a high level of cleanliness and hygiene
- 2 To work alongside the Operations Director for onboarding of new colleagues and completing relevant paperwork
- 3 To ensure appropriate cover for school buildings when absences occur
- 4 To organise the workload of the cleaning team to ensure appropriate coverage across the site
- 5 To order and monitor stock of cleaning products to support the cleaning function
- 6 To be aware of the conditions associated with the cleaning of the school relating to the users and to work to the appropriate Health and Safety rules and processes.
- 7 To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
- 8 Specialist cleaning where required, i.e. Carpet shampooing.
- 9 Management of robot cleaning system, including basic repairs and servicing
- 10 Audit of performance in conjunction with the Operations Director
- 11 Provide training to staff on equipment use
- 12 Deliver the operational role of a cleaner to cover for staff absence as required
- 13 Assist the Operations Director with tasks that are commensurate with the role

Other duties and responsibilities:

1. To participate in professional and personal development programmes as required, including training and performance review
2. To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
3. To contribute to the overall ethos/work/aims of the school



4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
6. To support the School's Equality and Diversity Policy
7. To appreciate and support the work of other professionals
8. To undertake any other duties commensurate with the grade of the post

Variation in role

Please note that specific responsibilities may be negotiated.

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion, or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed Postholder: _____

Name (Please PRINT): _____

Date: _____



**GUISELEY
SCHOOL**

PERSON SPECIFICATION

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POST TITLE: Cleaning Supervisor

GRADE: C1

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to form positive professional working relationships Work constructively as part of a team Ability to organise and prioritise own workload	Application form and selection process. Application form and selection process Application form and selection process	Use of other equipment technology – video, photocopier Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form Qualification Application form
KNOWLEDGE & UNDERSTANDING Understanding of the impact a clean environment can have on teaching and learning outcomes Understanding of cleaning requirements of a school Understanding of how to manage and motivate a small team	Application form and selection process. Application form and selection process Application form and selection process		
QUALIFICATIONS/ TRAINING COSHH awareness	Application form and selection process Application form and selection process	Appropriate first aid training	Application form Certificate Application form and interview
OTHER CONDITIONS	Willingness to be flexible with working hours to respond to school's needs Willingness to work across school sites if required Commitment to uphold school policies		