



St George's Academy

“Aiming high to achieve excellence for all”

Cleaning Supervisor Job Description

Salary:	NJC Scale 2
Contract type:	Working Weeks
Responsible to:	Cleaning Manager

PURPOSE OF JOB

- To ensure the premises has a clean, safe, hygienic and welcoming environment for all users.
- To supervise the day-to-day work of the Academy cleaning staff on either the Ruskington or Sleaford campus, ensuring the work is satisfactory.
- To ensure that programs of cleaning works are delivered on time, to a high standard, whilst maintaining and following safe practices.

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 the cleaning of a specified area of the Academy, as specified by the Cleaning Manager and normal operating procedures.
- To ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition.
- To ensure that adequate supplies of caretaking stores are maintained and records kept.
- To receive deliveries of stores, materials and other goods delivered to the school and arrange storage.
- To supervise the work of a team of cleaning staff, completing paperwork/claim forms where required
- To maintain and record weekly checks on all areas to ensure that cleaning is carried out using the correct methods and to a high standard.
- To manage staff absences and arrange internal cover.
- Ensure cleaning staff have the correct uniform and appropriate clothing and any safety equipment required.
- Carry out induction procedures for all new cleaning staff.
- To report to the Cleaning Manager (or other designated person) any problems relating to cleaning equipment and materials.
- To observe all regulations related to Control of Substance to Health (COSHH) and the Health and Safety Act at Work 1974.
- Be aware of, and report as necessary, security issues both during normal opening hours and out of hours to the Cleaning Manager (or other designated person).
- To complete all relevant training in cleaning methods and the use of cleaning appliances and to attend all other training deemed relevant by management.
- To undertake any other duties, commensurate with the role, as directed by the Cleaning Manager or management.

The post will cover one or more of the following shift patterns:

Ruskington

Supervisor 15:30 to 18:00

Sleaford

Early morning shift 06:00 to 08:00

Late shift 13:00 to 18:00

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 and Person Specification for the role and have sought clarification of any points where required.	
Signature:	
Date:	

PERSON SPECIFICATION

Cleaning Supervisor

	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 	<ul style="list-style-type: none"> Experience of working in a school setting Experience of supervising the work of others 	Application/Interview 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 Able to demonstrate an awareness of Health and Safety good practice in relation to cleaning procedures 	<ul style="list-style-type: none"> An understanding of good manual handling techniques Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation 	Application/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. Good communication skills, both verbal and written. Flexible with effective time management skills An ability to use own initiative, work independently 		Interview Interview Interview Interview Interview Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good standard of written and spoken English • Willingness to undertake training and development related to the post 		Application Application
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • An ability to work within a team environment and be supportive of the overall team effort. • Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously with the support of more senior colleagues where required • Ability to travel to work across the Academy's two campus sites 		Interview Interview Interview