



# BRIDGWATER COLLEGE ACADEMY

## JOB DESCRIPTION

### Supervisor of Cleaners

**The Bridgwater College Academy Culture reflects that of our sponsor.**

The success of the Bridgwater College Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

**All staff employed at the Academy are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

#### PERSONAL PROFILE

The success of the Bridgwater College Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students. They must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

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<b>Job Title:</b>	Cleaning Supervisor
<b>Reports To:</b>	Site Manager
<b>Main Purpose of Job:</b>	
Working alongside the Site Manager/Head Caretaker, to ensure the school's facilities are cleaned and maintained to standards defined by legal requirements, Health and Safety regulations and the Academy. Reporting any damage(s) of the facilities to the Site Team.	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"><li>• Supervision of cleaning staff to ensure good timekeeping and work performance.</li><li>• Allocation of work areas to cleaners ensuring work is completed to a satisfactory standard.</li><li>• Undertakes the induction, and training for new cleaning staff.</li><li>• Ensures that all cleaning staff records are kept up to date.</li><li>• Maintains an inventory of stock, equipment and furniture and advising the Senior/Head Caretaker of material requirements / scheduling replacement items as necessary. e.g. toilet rolls, paper towels, cleaning materials.</li><li>• Redeploying staff to cover areas in the event of staff sickness or shortages.</li><li>• Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.</li><li>• Ensure the school's buildings/premises/access points and furnishings are cleaned in accordance with the methods and frequencies defined.</li><li>• Ensure internal recycling / litterbins are emptied and disposed of in the appropriate manner.</li><li>• Undertakes regular inspections and ensures the building is kept clean.</li><li>• To be responsible for the health and safety and welfare of themselves and others.</li><li>• To be responsible for ensuring safeguard training is up-to-date and promotion of the welfare of children.</li><li>• To be a team player and contribute within your own capabilities towards the Academy's vision.</li><li>• Any other duties commensurate with post</li></ul>	
<b>Facts and Figures:</b>	
Responsible for ensuring the cleaning of the premises exceeds minimum standards	
<b>SUPPORTING PROCESSES</b>	
<b>Problem Solving and Creativity:</b>	
Usually works to a known flexible routine, there will be frequent interruptions which often need urgent attention. Solutions are usually known but will be occasions when a creative solution will need to be found using own initiative.	
<b>Decision Making:</b>	

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Will normally be able to make own routine decisions within scope of this job e.g. work priorities. Allocates work to staff based on requirements, ensuring cover available during absence.

Works within well-known boundaries e.g. Health and Safety legislation, cleaning specification where appropriate.

### **Physical Effort and Working Conditions:**

Spends majority of work time on feet (around 90%) inspecting buildings or site indoors. Frequent physical effort is required to ensure the cleanliness of the buildings.

### **Contacts and Relationships:**

Students, staff and public may be around during working hours.

### **Additional Information:**

Large site, with multiple buildings, premises and entrances.

### **Knowledge, Skills and Experience:**

Pleasant, courteous personality. Knowledge of cleaning products and techniques. Good communication skills. Able to lead the team of cleaners.

Has basic computer skills

Thorough knowledge of Health and Safety legislation and security requirements.