



## **Cleaning Supervisor**

### **Job Description**

**Location:** Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire, S40 3NS

**Salary:** The Redhill Academy Trust Pay Scale, Band 6, Scale Point 29-32

**Hours of work:** 25 hours per week, all year round - (1 x post)

**Responsible to:** Site Manager

**Post objective:** As the Cleaning Supervisor you are a member of a team of cleaners that undertake cleaning of the school buildings and facilities in order to maintain a high standard of cleanliness and hygiene. You will supervise the cleaning team ensuring the required levels of cleanliness are adhered to at all times. You will be a keyholder and unlock site for the cleaning team.

#### Main Duties and Responsibilities:

- To maintain all areas of the school buildings in a clean, tidy and hygienic condition. This will involve cleaning, washing, sweeping, mopping, dusting, washing up, polishing and vacuum cleaning of designated areas to the required standard.
- Use powered equipment (scrubbing/buffing machines, wet pick-up machines, vacuum cleaners) ensuring that cleaning machinery and other equipment is operated appropriately and in a safe manner.
- Emptying litterbins etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated and ensuring cloakrooms are stocked with soap, towels etc.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or and other emergency cleaning.
- To provide induction training and support to new cleaners in the team and provide ongoing regular training to all members of the cleaning team
- Ensure COSHH regulations are followed and adhered to at all times by the cleaning team
- Ensure all health and safety procedures are followed at all times by yourself and the cleaning team
- To provide supervision and support to all member of the cleaning team
- Manage the daily workload of the cleaning team reallocating zones and departments to other team members as required

- Set, monitor and manage a deep cleaning schedule for the school, ensuring all areas of the school are deep cleaned in line with the requirements of school.
- Performance manage members of the cleaning team who do not meet the required performance standards
- Manage the cleaning equipment budget
- Manage the stock levels and ordering process for all cleaning chemicals on site
- Carry out weekly cleaning checks on all cleaning zones and feedback to cleaners on their performance
- Undertake any other duties which might reasonably be expected by the Site Manager.

### Working Environment

- Physical demands will be commensurate with general cleaning duties
- There will be some exposure to dust, dirt and unpleasant conditions e.g., cleaning toilets
- There will be regular low noise from machinery
- There is some exposure to risk when the post holder is required to operate machinery (e.g., use of and some exposure to hazardous chemicals such as industrial cleaning materials)
- The post-holder will encounter members of the public, visitors to the school, contract staff, students etc.

### Personal Qualities

- An experienced cleaner with a good standard of knowledge of cleaning programmes and security issues.
- Pride taken in achieving an excellent standard of work.
- Helpful and friendly manner.
- Ability to communicate well with other staff.
- Ability to organise your own work.
- Ability to work on your own initiative and as part of a team.
- High level of punctuality and attendance.

### General

- A working knowledge of Health and Safety at Work Act and COSHH regulations is desirable.
- Ability to work additional hours and outside of normal working hours when necessary.
- Liaison with other departments and staff as necessary.

### Support to School:

- Promote and safeguard the welfare of children and young persons you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality, data protection, GDPR and report all concerns to the Designated Safeguarding Lead
- Attend all training sessions required as a member of staff
- Any other duties commensurate with the grade

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.