



Job Title: Cleaning Supervisor
Grade: Band 3

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

Working alongside the Senior/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 Senior/Head Caretaker.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Supervision of cleaning staff to ensure good timekeeping and work performance.
- Allocation of work areas to cleaners ensuring work is completed to a satisfactory standard.
- Undertakes the induction and training schedule for new cleaning staff.
- 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.
- Redeploying staff to cover areas in the event of staff sickness or shortages.
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Ensure the school's buildings/premises/access points and furnishings are cleaned in accordance with the methods and frequencies defined.
- Ensure internal recycling / litterbins are emptied and disposed of in the appropriate manner.
- Undertakes regular inspections and ensures the building is kept clean.
- To be responsible for the health and safety and welfare of themselves and others.
- To be responsible for ensuring safeguard training is up-to-date and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy's vision.
- Maintaining attendance records and keeping a record of sickness and absences.
- Any other duties commensurate with post

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.



Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Knowledge of cleaning products, techniques, and industry standards.	
Knowledge/Skills	<p>Strong communication skills with the ability to interact pleasantly and courteously.</p> <p>Leadership skills to effectively manage and motivate a team of cleaners.</p> <p>Ability to prioritize tasks and respond promptly to urgent situations.</p> <p>Problem-solving skills, including the ability to use initiative for creative solutions.</p>	