**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 5, Scale Point 28 plus £1,000 allowance

**Hours of work:** 30 Hours per week, Term Time +2 weeks (Working Hours: 12:00pm – 6:30pm, with occasional cover for holidays and events anytime between 6am and 7pm)

**Responsible to:** Site Manager

**Responsible for:** Cleaners

**Post objective:** As the Cleaning Supervisor, you are a member of a team of cleaners that undertake cleaning of the academy building and facilities in order to maintain a high standard of cleanliness and hygiene. You will supervise and manage the cleaning team ensuring the required levels of cleanliness are adhered to at all times

Main Duties and Responsibilities:

* To maintain all areas of the academy 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.
* Undertake any other duties which might reasonably be expected by the Facilities Manager/Cleaner in Charge.
* To provide induction and ongoing training and support to all 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.

**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 academy, 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.
* 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.

**General**

* Liaison with other departments and staff as necessary.
* Attendance at staff meetings and INSET activities where relevant.
* To uphold and actively support the academy’s policies and procedures.
* Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**PLUS DAYS WORKING HOURS**

|  |  |
| --- | --- |
| **Holiday**  | **Number of Working Days** |
| October Half Term | 2 days |
| Christmas Holiday  | 1 day |
| February Half Term  | 1 day |
| Easter Holiday  | 2 days |
| May Half Term  | 1 day |
| Summer Holiday  | 3 days |

All the above working hours are subject to change due to the needs and demands of the Academy and exact working days to be agreed with your Line Manager in advance of working them.

**As Redhill Academy Trust is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.**