

JOB DESCRIPTION

SCHOOL: Conyers School

POST TITLE: Cleaning Supervisor

GRADE: F (SCP 7/8) (*pending job evaluation*)

REPORTS TO: Facilities Manager

MAIN PURPOSE: To work under the direct instruction of the Facilities Manager, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils. To monitor and direct the cleaning staff.

.....

TASKS:

RESPONSIBILITIES:

- To monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials.
- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet
- Completion of 'Return to Work' forms after cleaning staff absences.
- Arrange cover during cleaning staff absences
- Training new cleaning staff, including online inductions
- Liaise with School staff and supervisors within the Facilities team to ensure efficient running of activities/meetings/open evenings/exams/events within the school throughout the year.

MATERIALS/SUPPLIES:

- Cleaning staff will notify the supervisor where stocks are low; you will then complete an order form to re-order the stock.
- Ensure correct materials are used, awareness of COSHH as it applies to schools

HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean.
- Ensuring cleaning materials are safely stored, and are not accessible to children.
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

OTHER:

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

POST TITLE: Cleaning Supervisor

GRADE: F (SCP 7/8)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Basic skills/induction • Good understanding of IT, Word, Excel • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • COSHH training • Health & Safety training • The Support Work in Schools VQ (SWIS) • NVQ Level 1 in Cleaning
EXPERIENCE:	<ul style="list-style-type: none"> • Previous cleaning experience • Staff supervision 	<ul style="list-style-type: none"> • Experience of working in a school environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to work as a team member and promote a positive work atmosphere • Ability to work to deadlines • Good communication skills • Ability to use heavy cleaning equipment, e.g. buffer • Be able to supervise staff 	
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Pleasant and friendly manner • Polite and punctual • Reliable • Commitment to achieving high standards of cleanliness and hygiene • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	

