



DEVONPORT HIGH SCHOOL FOR GIRLS JOB DESCRIPTION CLEANING SUPERVISOR

Post Title:	Cleaning Supervisor
Grade:	Grade C Points 5 - 7
Hours/weeks per annum:	27.5 hours per week, 41 weeks per annum
Hours of work:	Monday – Friday, 6.00am - 8.30am & 3.30pm - 6.30pm (Flexibility will be required in the case of lettings or evening openings.)
Responsible to:	Estates Manager
Shared responsibility for:	Cleaners
Job Purpose:	To support the overall ethos, work and aims for the school by providing a general cleaning service throughout the site.

Duties and Responsibilities to include:

1. To monitor and manage the quality of the work undertaken by the cleaning team, ensuring that the whole school premises are kept in a clean and hygienic condition.
2. Supervision of the cleaning team, to include training and guidance to new or less experienced members of staff.
3. Contribute to the induction of new members of staff, probation reports and appraisal of all cleaning staff.
4. Organisation of cleaning rotas which have daily, weekly and term-time components.
5. Organise and oversee the summer deep cleaning programme.
6. Ordering of consumables and equipment to promote best value.
7. Operate an efficient stock control system, ensuring that appropriate levels of stock are maintained.
8. Responsible for the budget for cleaning provisions and monthly monitoring of this budget.
9. Undertake cleaning as well as managing the team.
10. Move furniture when necessary.
11. Opening and closing of the school (morning and evening).
12. Closing school after evening/weekend lettings (additional payment).

1. Management

Be responsible and ensure that the whole school premises is cleaned on a daily basis and maintained in an appropriate hygienic state. Report any damages or necessary repairs to the Estates Manager or Business Manager.

2. Supervision

Ensure that cleaners carry out their duties to the required standard, use the cleaning equipment safely and correctly, switch off all unnecessary lights and appliances after cleaning an area, close windows and adhere to Health and Safety requirements. Report staff absences to the Business Manager and adjust cleaning rotas if necessary.

3. Staff Appraisal

Be responsible and contribute to the induction of new members of the cleaning team. The post holder will be required to contribute to the probation reports for new staff and appraisal and performance of all cleaning staff, reporting to the Business Manager.

4. Organisation of Rotas

Provide rotas for all members of the cleaning team so that they are aware of exactly which area(s) they are required to clean. Rotate rotas on a regular basis, and adjust daily rotas when necessary to support school functions or staff absences.

5. Deep Cleaning

Liaise with the Business Manager, Estates Manager and cleaning staff to determine the appropriate time to carry out a deep clean in the summer holidays. Ensure that staff are working together to enable them to move furniture to carry out additional cleaning. Liaise with appropriate outside agencies to arrange window cleaning.

6. Ordering

Check prices and quality of consumables and equipment to promote best value; place any orders in sufficient time so that goods are always available for use within the cleaning team.

7. Stock Control

Ensure that adequate stock is ordered and kept secure. Issue stock to members of the cleaning team as required.

8. Management of Budget

A budget is allocated for cleaning consumables and equipment each year. Reporting to the Business Manager, the post holder must keep within the budget and ensure that sufficient funds are available to maintain essential stock.

9. Cleaning

The post holder will have an allocated area to clean and will be included on the rota.

10. Moving of Furniture

From time to time you will be required to move furniture. This will include items such as chairs and tables/desks, filing cabinets, etc. Adherence to manual handling procedures must always be followed.

11. Opening and Closing of School

The post holder will be required to open the school site/premises each morning and close/secure it again in the evening. The school buildings are alarmed and the post holder will set and unset the alarms. The post holder will

also be a designated key holder and will be on a rota of staff who may be called out to the school by the Police or security companies.

12. Opening and Closing the School for Lettings

From time to time the school has lettings at the weekend and evenings. The post holder may be required to open and close the site/premises. An additional payment is made for this.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Signed:	Date:
Post holder	
Signed:	Date:
Head Teacher	