

**Job Description**

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|------------------------|---------------------|
| <b>Job Title</b>       | Cleaning Supervisor |
| <b>Salary</b>          | NJC SCP 4           |
| <b>Responsible To</b>  | TBC                 |
| <b>Responsible For</b> | LSFC cleaners       |
| <b>Number in Post</b>  | NA                  |
| <b>Date Drafted</b>    | September 2024      |

**Job Purpose**

To be responsible and supervise the delivery of an effective cleaning service for the benefit of staff and students in LIPA Sixth Form College. Ensuring that you and your team of cleaners meet the cleanliness standards determined by LIPA MAT management.

**Major Tasks**

1. To ensure that the college's buildings and equipment are maintained to a high standard of cleanliness.
2. To supervise the cleaning staff in delivering the cleaning service throughout the college.
3. To undertake general cleaning and housekeeping duties
4. To manage the cleaning equipment, materials and stock levels generating orders through the MAT ordering system for authorisation;
5. To ensure that the work is carried out safely, complying with all instructions given, and in accordance with Health and Safety Regulations and COSHH.
6. To ensure personal safety, safety other colleagues and students and all other LIPA Sixth Form College stakeholders, whilst carrying out duties. This to include manual handling: the wearing of appropriate protective clothing and footwear, and the correct use of signs.
7. To ensure the safe-keeping of keys where necessary, To be responsible for ensuring the cleaning team lock windows and doors, as instructed by the management team.
8. To ensure that instructions on chemicals in use are followed exactly and that cleaning chemicals are stored appropriately as per Health & Safety/COSHH guidelines.

9. To ensure that all equipment is used in the correct manner for the appropriate task, and is stored safely and cleaned regularly.
10. To report any maintenance, building defects or Health and Safety problems to the nominated person at college.
11. To ensure the cleaning team maintains a standard of personal hygiene and appearance, wearing provided Personal Protective Equipment (PPE) and college identification and lanyard at all times;
12. To identify training needs of the cleaning team and reporting to the Estates Manager,
13. To cultivate and maintain a good working relationship with other employees, students and other stakeholders of the LIPA Sixth Form College.

### **Common Duties**

1. Work flexibly including contributing to LIPA Sixth Form College work projects of a general nature and providing cover for other staff when necessary.
2. Participate in staff appraisals and training programmes as required.
3. Carry out all duties with due regard to Equal Opportunities, Health and Safety, Safeguarding and other LIPA Sixth Form College policies as agreed and revised from time to time.

### **Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

### **Location:**

The job is initially located on the Sixth Form College's site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location with the LIPA Multi Academy Trust as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

### **Hours and Days:**

This is a full time post, and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities. You will work 35 hours per week, initially 10am

– 6pm Mondays - Friday for 39 term time weeks as directed by your line manager or the Principal of the Sixth Form College.

The hours of work may be subject to change in circumstances where the needs of the service may evolve.

Some additional weekend and evening working may, occasionally, be required, which will be available to all cleaning staff and paid as additional hours or taken as time in lieu by mutual agreement.

**Please note – no annual leave is permissible during term time.**

**Person Specification – Cleaning Supervisor**

|   |           | <b>To be identified by:</b>    |
|---|-----------|--------------------------------|
| <b>Education and Qualifications:</b>  |           |                                |
| No formal qualifications are required although completion of courses in computer literacy and/or administration would be advantageous |           |                                |
| <b>Experience:</b>  |           |                                |
| Experience of cleaning work or similar  | Essential | Application Form & Interview   |
| Experience of working in schools / colleges   | Desirable | Application Form & Interview   |
| Understanding of different cleaning materials / chemicals   | Desirable | Application Form & Interview   |
| Understanding of the principles of cleaning and hygiene   | Essential | Application Form & Interview   |
| Familiarity with Health and Safety and COSHH  | Desirable | Application Form & Interview   |
| Experience in supervising or line managing other staff  | Desirable | Application Form & Interview   |
| <b>Skills and Ability:</b>  |           |                                |
| Ability to obtain enhanced DBS clearance that is satisfactory to LIPA Sixth Form College  | Essential | Application Form/DBS Clearance |
| Organised and methodical approach to work   | Essential | Application Form & Interview   |
| Ability to work unsupervised and on own initiative  | Essential | Application Form & Interview   |
| Ability to work as part of a team and collaboratively with other colleagues   | Essential | Application Form & Interview   |

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| Good time management with the ability to prioritize effectively | Essential | Application Form & Interview |
| Demonstrate a high level of commitment and professionalism      | Essential | Interview & References       |
| Reliable & self-motivated                                       | Essential | Interview & References       |

| <b>Commitment:</b>  |           |                              |
|---|-----------|------------------------------|
| To LIPA Sixth Form College's Equality and Diversity Policies and Practices. | Essential | Interview                    |
| To the provision of a high level of service to LIPA Sixth Form College      | Essential | Interview                    |
| To a client orientated and team approach to high quality service delivery   | Essential | Interview                    |
| To work flexibly and collaboratively within agreed conditions of service.   | Essential | Interview                    |
| To undertake in-service professional development & training                 | Essential | Interview                    |
| To safeguarding and protecting the welfare of young people.                 | Essential | Application Form & Interview |