

The Vale Federation Job Description

Inspire—Enable—Achieve

School Name:	Booker Park / Stocklake Park
Position:	Cleaner/Supervisor
Salary Range:	Bucks Pay Range 1b, Point 6 to Point 10
Responsible To:	Premises Manager

The Vale Federation Values

DETERMINATION	Staff are unfailing determined to support pupils in achieving their very best.
EXCELLENCE	Staff have high expectations of themselves and fulfil their role to a standard of excellence.
COURAGE	Staff model having courage and support children's resilience.
TRUST	Staff always act in a trustworthy manner. They are honest and reliable at all times.
KINDNESS	Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff will be positive role models for children.
FRIENDSHIP	Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.
RESPECT	Staff are positive role models at all times and demonstrate their respect for others through their behaviour.
EQUITY	Staff are committed to ensuring that each individual has their needs well met.

Job summary:
<ul style="list-style-type: none"> ➤ To supervise the current cleaning team ➤ To ensure a high standard of cleanliness and hygiene around the school(s) ➤ To maintain a high standard of cleanliness and hygiene in own designated with own cleaning completed
Main duties and responsibilities:
<ul style="list-style-type: none"> ➤ To supervise the current team of cleaners ensuring a high level of cleanliness and hygiene throughout the schools and maintaining the effective running of the team ➤ To use the appropriate equipment, materials, tools and machinery to ensure the job is completed effectively ➤ To complete the cleaning materials and equipment stock inventory checks on a weekly basis, updating the required stock list system for each item ➤ Compile any cleaning stock orders, presenting to the Premises Manager for authorisation and order ➤ To carry out cleaning duties in any periods of staff absence, supporting the cleaning team ➤ Regularly liaise with the cleaning contractors across both schools as required ➤ Complete weekly quality control checks on all areas across both schools, ensuring standards are adhered to and report any issues to the relevant contactor cleaner or member of the employed cleaning team ➤ Complete a weekly review with the Premises Manager ➤ Cleaning standards will include: <ul style="list-style-type: none"> ○ using a vacuum cleaner, mop, polisher and other appropriate cleaning equipment; ○ dusting, polishing and cleaning surfaces; ○ cleaning all hygiene areas thoroughly; ○ cleaning pupil and staff toilets; ○ cleaning low level windows; ○ monitoring levels of cleaning supplies ➤ To respond to requests from the Premises Manager ➤ To complete the required training on products and cleaning equipment as required ➤ To carry out cleaning duties using the methods and products agreed with the Premises Manager, including the stripping of floors and the use of buffing machines (training to be given when required) ➤ To observe and adhere to the Health & Safety, First Aid and Emergency procedures as identified during the induction and instruction from the immediate supervisor. To be aware of the location of the COSHH regulations on site ➤ To ensure that the protection clothing and equipment supplied is used by you and the cleaning team ➤ To ensure all cleaning equipment is maintained in a clean and presentable appearance, operating correctly at all times, reporting any issues to The Premises Manager ➤ To report all accidents immediately on Smartlog and to the Premises Manager ➤ To report any premises or equipment issues via Smartlog at any time ➤ Responsible for checking emails regularly and keeping up to date with all school and Vale Federation communications
Training:
<ul style="list-style-type: none"> ➤ Employees are expected to participate in training and professional development in order to meet performance objectives attending any relevant training for the job role.

Safeguarding Statement:

The Vale Federation is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff, workers, and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check, and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.

I agree to accept this job description:

Signed:

Print Name:

Date:



The Vale Federation of Schools
Person Specification
Inspire, Enable, Achieve

School Name:	Booker Park/Stocklake Park
Post:	Cleaner Supervisor

Factors	Essential	Desirable	Assessment Method
Qualifications		English and Maths (or equivalent Grade C or above)	Certificates at interview
Experience	Experience of undertaking general cleaning	Experience of supervising a team Working within a school environment	Application form References Interview
Skills and abilities	<p>Ability to take pride in cleaning the school</p> <p>Good housekeeping skills in order to maintain a safe, clean and orderly working environment</p> <p>Physical fitness appropriate to the allocated duties including lifting and moving equipment where necessary</p> <p>Able to communicate effectively both verbally and in writing where necessary</p> <p>Comply with health & safety policies and procedures at all times</p> <p>Ability to work within time restraints</p> <p>Clean UK driving licence</p> <p>Good understanding of IT, especially with MS Word and Excel</p>		Application form Interview
People skills	Supervising and working constructively as part of a team		Application form References Interview

	<p>Ability to follow directions and take own initiative, dealing with any unexpected problems that arise</p> <p>Flexible, adaptable and supportive</p>		
Other personal qualities	<p>Be punctual and reliable</p> <p>Common sense</p> <p>Sense of humour and ability to keep calm under pressure</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to assist and support the Facilities and Estates Department in any reasonable request</p> <p>Willingness to take personal responsibility for standard of work carried out</p>		References Interview
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