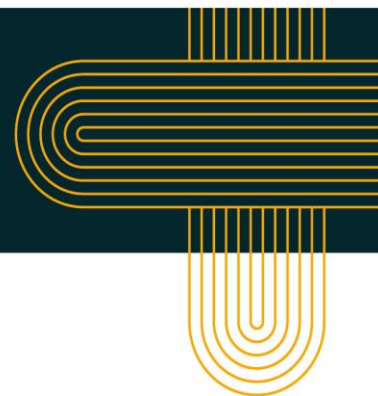




JOB DESCRIPTION

Job Title: Cleaning Supervisor
Grade: B1 SCP 4-6
Reporting to: Site Manager

Job Purpose:

To provide effective day to day supervision of cleaning staff in the Academy and co-ordinate the provision of a high quality cleaning service.

Duties:

- Ensure the delivery of the cleaning service is to the specified Academy/College standard.
- Deliver high standard cleaning using appropriate equipment.
- Be responsible for carrying out regular/weekly site monitoring.
- Supervise cleaning staff including allocation of cleaning duties.
- Authorise cleaning staff overtime worked and check claim forms.
- Liaise with the Finance/HR administrator to ensure the correct and timely completion of personnel and payroll related documentation
- Ensure compliance with TGAT sickness reporting and the Managing Attendance Policy, carrying out and recording return to work interviews when necessary within the required time frame.
- Be responsible for monitoring staff absences including unauthorised absence
- Deliver induction and proficiency training for cleaners and identify training needs where appropriate.
- Receive, issue, record and control stock as required.
- Ensure all Health & Safety regulations are adhered to, including procedures/systems are maintained for control of safe use and storage of cleaning materials.
- Control the repairs and maintenance of machinery.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification Cleaning Supervisor

Criteria	Essential/ Desirable
Qualifications	E/D
n/a	n/a
Knowledge and Skills	E/D
• Ability to use toxic materials in the process of general cleaning	E
• Possess a knowledge of Health and Safety procedures	E
• The ability to supervise, direct and motivate staff	E
• The ability to organise workloads. To work under pressure and meet deadlines	E
• Knowledge of using mechanical cleaning equipment	E
• Knowledge of the problems in using toxic cleaning equipment	E
• Ability to use toxic materials in the process of general cleaning	E
• To be able to use a variety of cleaning equipment	E
• To be able to operate mechanised cleaning equipment e.g. buffer.	E
• The ability to communicate effectively in person and on the telephone	E
• The ability to train and induct new staff	E
• The ability to upkeep and administer records and procedures	E
• To monitor and control the level of all cleaning resources in the academy	E
• Have knowledge of administrative and financial regulations and procedures	D
• The ability to efficiently control resources	D
Experience	E/D
• Experience of working within a cleaning environment	E
• Experience of working as part of a team	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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