



## Job Description

**Post Title:** Cleaning Supervisor

**Department:** Estates - NE Lincs

**Reporting to:** Estates Manager

**WELLSPRING**

We Make A Difference

---

### Purpose of the post

- We require an efficient and effective individual who will carry out a cleaning service throughout the school
- You will be required to undertake safe working practices in line with Health and Safety standards

### Responsibilities

- To carry out routine and non-routine cleaning duties as determined by the Manager.
- To supervise the cleaning team, to optimize the cleaning facility within the academy.
- To instruct and train new and current cleaners in best cleaning practice and the use of cleaning machinery within the academy.
- To Lock up and alarm the premise in the absence of the caretaker when necessary.
- To lift and carry equipment as necessary
- To use cleaning equipment, chemicals and cleaning products as necessary
- To adhere to COSHH assessments in relation to personal protection when using cleaning chemicals and products
- To undertake specified Health and Safety Training as required
- To liaise with Manager regarding the ordering of cleaning materials as required
- Providing locking up duties for all the sites, this will include opening the school.

### Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required

### Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

**DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.  
All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

# Wellspring Academy Trust

## Person Specification



|   |  | Essential<br>/<br>Desirable | How Identified            |
|---|--|-----------------------------|---------------------------|
| Section                                 | Information  |                             |                           |
| <b>Education and Training</b>           |  |                             |                           |
|   | No formal qualifications are required as training will be provided. Willingness to undertake any appropriate training relevant to the post | Essential                   | Application/<br>Interview |
| <b>Experience</b>                       |  |                             |                           |
|   | Previous cleaning experience   | Desirable                   | Application/<br>Interview |
| <b>General and Specialist Knowledge</b> |  |                             |                           |
|   | Awareness of health and safety   | Essential                   | Application/<br>Interview |
| <b>Skills and Abilities</b>             |  |                             |                           |
|   | The ability to work on own initiative and as part of a team  | Essential                   | Application/<br>Interview |
|   | The ability to perform tasks including lifting, carrying and climbing  | Essential                   | Application/<br>Interview |
|   | Ability to follow instructions   | Essential                   | Application/<br>Interview |
| <b>Additional Requirements</b>          |  |                             |                           |
|   | Willingness to work flexibly.  | Essential                   | Application/<br>Interview |
|   | Operate with the highest standards of personal/professional conduct and integrity  | Essential                   | Application/<br>Interview |
|   | Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.                            | Essential                   | Application/<br>Interview |
|   | Willing to undertake training and continuous professional development in connection with the post.   | Essential                   | Application/<br>Interview |

|  |  |                  |                                   |
|--|--|------------------|-----------------------------------|
|  | Work in accordance with the Trust's values and behaviours.   | <b>Essential</b> | <b>Application/<br/>Interview</b> |
|  | Able to undertake any travel in connection with the post.  | <b>Essential</b> | <b>Application/<br/>Interview</b> |
|  | Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude | <b>Essential</b> | <b>Application/<br/>Interview</b> |
|  | Satisfactory DBS disclosure to work in an environment dealing with young people  | <b>Essential</b> | <b>Application/<br/>Interview</b> |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults   | <b>Essential</b> | <b>Application/<br/>Interview</b> |
|  | A commitment to safeguarding and promoting welfare for all   | <b>Essential</b> | <b>Application/<br/>Interview</b> |
|  | Providing locking up duties for all the sites, this will include opening the school.   | <b>Essential</b> | <b>Application/<br/>Interview</b> |