

## Brentwood Ursuline Convent High School



### Job Description

<b>Job Title</b>	Cleaning Supervisor (Secondary)
<b>Grade</b>	2020 Scale 3
<b>Reports to</b>	Site Manager
<b>Liaison with</b>	Site Manager, Other cleaning staff, School Business Manager, Reception staff, Other site staff
<b>Job Purpose</b>	To supervise the cleaners
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Involvement in interviewing cleaning staff and on going performance management</li> <li>• Ensure all toilets are clean, clear of litter, graffiti and report any damage to Caretakers. Carry out same after lunch break</li> <li>• Pick up any rooms/areas not cleaned the previous evening/morning</li> <li>• Spot clean graffiti in corridors</li> <li>• Ensure corridors are clear of litter</li> <li>• Order stock</li> <li>• Organise work schedules for cleaners</li> <li>• Maintenance of equipment</li> <li>• Clean Windows/showcases</li> <li>• Clean any classrooms that may have free periods, before the end of the school day</li> <li>• Greet cleaners, allocate work areas and distribute keys accordingly</li> <li>• Support cleaners in their needs and requirements</li> <li>• Carry out audit of standards</li> <li>• Regular training for cleaners</li> <li>• Concentrate on working with a cleaner once a month to enable any problems to be addressed</li> <li>• Address any issues raised by teaching/administration staff in the Daily Record Book</li> <li>• Carry out disciplinary procedures for cleaning staff within the framework</li> <li>• Ensure areas are covered if short staffed and cover when necessary</li> <li>• Report to Premises Manager at weekly meeting</li> <li>• Responsible for Health and Safety of Cleaners</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> </ul>

	<ul style="list-style-type: none"><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li></ul>
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## CLEANING SUPERVISOR (Secondary)

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of cleaning and first line maintenance
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Ability to read and write
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use cleaning products Ability to operate security, heating plant and other routine building systems Ability to undertake routine DIY tasks
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school