



The Tiffin Girls' School

Richmond Road Kingston upon Thames Surrey KT2 5PL
020 8546 0773 contact@tiffingirls.org www.tiffingirls.org

Headteacher: Ian Keary

JOB DESCRIPTION: CLEANER SUPERVISOR

POST TITLE	Cleaner Supervisor
Grade	C
Responsible to:	Headteacher Operations Manager
Important relationships	External: Cleaning Agency (including all agency cleaners) Internal: Caretaking staff
Responsible for:	Employed cleaning staff
Main purpose of the role	<ul style="list-style-type: none"> To oversee cleaning the premises to the standard specified or as otherwise required by the Headteacher; and To be a keyholder, responsible for the security of the building when on site
Main responsibilities	<p>SUPERVISION</p> <ul style="list-style-type: none"> Supervise the team of employed cleaners ensuring that they keep to their contracted hours, are on time and are cleaning to the required standard ensure that all cleaners, both employed and agency cleaners, clean to the required standard by being a role model in performing all cleaning and associated work, to the recognised standard, as detailed by the Operations Manager Oversee the standard of work provided by the agency cleaners Organising the cleaning rotas of employed cleaners including holiday working times when the cleaners are required to deep clean the school Arrange cover for absent cleaning staff Order cleaning materials and equipment at required intervals using relevant IT systems and equipment Ensuring that economic and efficient use is made of cleaning materials and chemicals <p>CLEANING DUTIES</p> <ul style="list-style-type: none"> Duties include sweeping, mopping, vacuuming, dusting, washing floors and walls to a reasonable height etc., polishing furniture etc., stripping and polishing floors, stacking and unstacking chairs, cleaning/scouring toilets, wash basins, shower areas, spot cleaning tiles, walls etc., deep cleaning during holiday periods together with any other tasks consistent with the usual role of a school cleaner. Work may be inside or outside the building

	<p>SECURITY</p> <ul style="list-style-type: none"> • To be a key holder and open up the school at 5am, take off and reset alarms • Understand the need to keep the building secure, and identify where this is not the case, reporting to the Operations Manager • Liaise with the agency cleaners on issues relating to security <p>SITE DUTIES</p> <ul style="list-style-type: none"> • Ensuring tools, equipment and machinery are kept in good working order and withdrawn and returned to storage in a clean and tidy condition • Assist with setups and set downs of furniture as required <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Having a proper regard for the health and safety of himself/herself, as well as all other persons on site whose welfare may be affected • Correctly using safety equipment and warning notices • Using safe working practices for equipment and machinery including correct use of protective clothing and chemicals • Notifying the operations manager / caretakers or other relevant member of staff of any material or building defects that are likely to affect their work or health and safety <p>SAFEGUARDING</p> <ul style="list-style-type: none"> • Identify any safeguarding issues occurring on site, particularly in the mornings, and report to the Operations Manager
--	---