

Cleaner Supervisor – Person Specification

Criteria (1 = Essential, 2 = Desirable)	
EDUCATION	
GCSE or equivalent in English and Mathematics equivalent experience	2
EXPERIENCE	
Working in an educational environment	2
Cleaning experience preferred	1
SKILLS / KNOWLEDGE / ABILITY	
Ability to keep the school site secure – locking/unlocking site, checking security when locking school (eg ensuring all windows all closed etc), setting alarm system.	1
Be prepared to work flexibly, occasionally working early shifts and/or evenings and weekends	1
Ability to complete physical tasks in a timely, accurate and organised manner. All aspects of cleaning, setting out chairs for assembly, setting up exam rooms, litter picking and emptying bins, sweeping.	1
Ability to work safely at heights (using a ladder or scaffolding) <i>[training will be provided]</i>	2
Demonstrate good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, visitors, hirers and suppliers/contractors	1
Ability to use information technology as needed in the role eg for ordering	2
Ability to safely complete manual handling tasks (lifting, moving and storing objects) <i>[training will be provided]</i>	1
Experience of line management/supervision of employees and/or of agency staff	1
Ability to accurately carry out tasks such as stock checks, and maintain accurate and timely records as required by the role	1
Understand and demonstrate the ability to apply Health and Safety procedures relevant to the role eg manual handling, safe use of machinery and equipment	2
Ability to deal with everyday problems: to identify which problems should be referred to a supervisor, which problems can be dealt with, and which situations are an emergency	1
PERSONAL QUALITIES	
Initiative and ability to prioritise own work	1
Be on time to open the building for all cleaning staff, both employed and agency staff	1
Ability to follow direction and work in close collaboration with Senior Caretaker and Operations Manager	1
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	1
Committed to equality and diversity	1
Ability to work flexibly to meet deadlines and respond to unplanned situations	1