

FARLEIGH

SCHOOL

JOB DESCRIPTION	Cleaning Manager
Responsible to:	Estate Bursar
Purpose of the job:	<p>To manage Cleaning operations within Farleigh School.</p> <p>To oversee both the day-to-day cleaning and periodic deep cleaning of the school's buildings, ensuring they are clean and safe for pupils, parents, staff and visitors.</p>
Hours	07:00 – 15:00 Monday to Friday. Occasional weekend work may also be necessary. This is a year round (not a term-time only) role.
Salary	Negotiable
Particular Duties & Responsibilities:	<p>The job holder's main duties and responsibilities will be as follows:</p> <ul style="list-style-type: none"> • ensure that the cleaning team provides a high standard of cleanliness throughout the school; • manage and direct staff; allocate duties as appropriate and check standards of work; • maintain stock and order materials from approved suppliers as necessary; • ensure staff have the correct equipment and chemicals to be able to perform their duties; • ensure effective and economical use of cleaning materials and equipment; • promote Health and Safety within the cleaning team; • undertake some cleaning duties, especially during busy periods or when necessary to cover staff absence; • organise deep cleaning of appropriate areas, usually during school holidays; • report any defects or issues to the maintenance team; • in liaison with the Estate Bursar, replace and order soft furnishings as required; • assist with the preparation, organisation and clear up for big events within the school such as prize giving; • liaise with the HR Officer on recruitment, interview, selection, induction of new staff and arrange training as required; • undertake administration and paperwork as required; • any other duty commensurate with the role
Person Specification	<p>It is expected that the person appointed will have:</p> <ul style="list-style-type: none"> • experience in a cleaning environment; • experience of managing a team; • knowledge of Health and Safety, including COSHH; • basic computer literacy; • good interpersonal skills; • smart appearance and professional manner; • a high level of honesty, discretion and confidentiality;
Review:	This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
Safeguarding	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.