Oaklands School

**Job Description**

**Cleaning Team Leader**

## Grade: 5 £19742 to £21499 per annum

Hours of work: Monday to Friday 5.00pm to 12 midnight (6 ½ hrs daily, 32 ½ hrs weekly) – Occasional weekend work may be required.

Contract Type: Term Time Only plus 4 weeks

Responsible to: Facilities Manager

Responsible for: The Cleaning Team

### Main purpose of the job

The Cleaning Team Leader will be responsible for the cleaning provision for the new site and ultimately across both sites (hours will increase accordingly).

### Main responsibilities and tasks

1. To ensure that a high level of cleanliness is maintained throughout the school on a daily basis
2. To be responsible for cleaning agreed areas in the school as part of this role
3. Check each member of the cleaning team maintains their area to the standard set out
4. To be involved in the appointment of, train and instruct the cleaning team
5. To review work schedules ensuring spaces cleaned are equally distributed within the cleaning team
6. To maintain expertise in cleaning methods, equipment and standards to ensure ongoing improvement and maintenance of cleaning standards
7. To ensure Oaklands Schools standards and procedures are adhered to
8. To ensure cleaning materials are used appropriately, in accordance with manufacturer’s instructions and COSHH regulations
9. To be aware of their responsibilities for H&S generally and the team as a whole
10. Is responsible for stock levels of cleaning materials and site consumables
11. To ensure tools and equipment are in good working order, reporting any faults as and when they occur
12. To report any defects relating to the building or building fabric as found to the Facilities Manager
13. To undertake any other duties, which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined.

Key Relationships (Internal and External)

1. Students, Staff, Parents and Community users of our Facilities
2. Suppliers and Contractors

**Equal Opportunities**: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety**: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality**: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding**: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

# SIGNATURES

Name of Line Manager: …………….…………………………………………………..

Signed.…………………………………………… Dated……………………………….

Name of Post holder: ………………………………………………………………...

Signed…………………………………………. Dated………………………………

The duties of this post will change and develop over time. It is the manager’s responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.