



JOB DESCRIPTION

JOB TITLE: Cleaning Supervisor

SECTION: Patcham High School

PURPOSE OF JOB

To work proactively under the direction of the Business Manager and their Line Manager, ensuring the upkeep of a high standard of cleanliness & security to the school, to ensure a clean and safe learning environment for the pupils.

- Supervisory responsibilities
- Serious problems can be referred to Line Manager/Business Manager
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve differing problems

Please note; All schools are organised differently. The range of activities required may be different in each school. This Job Description gives an overview of the level of work the postholder will be required to carry out, and examples of activities they may be required to undertake at this level.

PRINCIPAL ACCOUNTABILITIES

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To ensure designated areas are cleaned in accordance with the building cleaning specification as directed by the Business Manager or Line Manager. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To carry out and/or to ensure all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines
- To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.

- To report defects such as faulty plugs, fuses etc to Line Manager or Site staff
- To work with the Headteacher to train and retain new cleaning staff, and to assist with the recruitment of new staff in order to ensure an effective workforce is available to carry out the service required.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be a key holder for the school premises, responsible for opening and closing of the school premises if required.
- To ensure access is provided to cleaning staff within approved times.
- To perform risk assessments if required, and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- To supervise cleaning staff and record cleaning standards to ensure the requirements are maintained and that the school is a clean and pleasant environment.
- To liaise on a daily basis with their Line Manager to discuss any areas of concern and to decide on the order of work required to be carried out by the post holder
- To carry out activities relating to the up keep and maintenance of an on-site swimming pool if applicable:
 - To clean pool, surrounds and changing rooms.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training required by the school.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a

term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job

PERSON SPECIFICATION

POST TITLE: Facilities Support Level C

SECTION: Schools

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• Educated to NVQ Level 2 or comparable relevant experience• A basic knowledge of cleaning• Knowledge of Health & Safety regulations in schools including COSHH guidelines
Experience	<ul style="list-style-type: none">• Two years experience of Facilities Support related work• Experience of supervising staff
Skills/Abilities	<ul style="list-style-type: none">• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items• Effective verbal communication skills• Good Numeracy & Literacy skills• Strong organisational skills• The ability to prioritise own workload• The ability to work unsupervised• The ability to supervise the work of others• Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school
Other Requirements	<ul style="list-style-type: none">• Willingness to undertake necessary tasks of an unpleasant nature• An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations• Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role•
Equalities	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

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