



# AXE VALLEY ACADEMY

## JOB DESCRIPTION

Post	Cleaner Supervisor
Grade	NJC Points 9-13 - £8.63-£9.01 per hour depending on experience
Hours/weeks	Permanent - Part time 25 hours per week Term Time + 3 weeks - Monday – Friday 3.00pm – 8.00pm (hours may change during school holiday time)
Responsible to	Line Manager
Purpose of job	To oversee and be responsible for a team of cleaners, provide a comprehensive cleaning service and check work carried out by the cleaners to ensure a high standard of work is undertaken.
Summary of specific responsibilities	<p>To manage and participate in the following functions:</p> <ul style="list-style-type: none"><li>• Working with the Business Manager &amp; site team oversee and be responsible for a team of Cleaners ensuring they know their duties and carry out their work in accordance with local procedures and practices and Health &amp; Safety Regulations to ensure a high standard of cleanliness and hygiene are maintained.</li><li>• Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc. to ensure high standards of cleanliness and hygiene at all times.</li><li>• Check work carried out by the Cleaners to ensure a high standard of work is undertaken and maintained reporting any concerns to the Business manager &amp; site team.</li><li>• Maintain adequate supplies of cleaning materials and supplies (Toilet paper, cleaning products, air fresheners, etc), re-ordering when needed, ensuring other cleaners have the supplies they need, to meet the establishments needs.</li><li>• Report any defects to a Business Manager or site team to ensure health and safety procedures are followed and to enable repairs to be carried out.</li><li>• Undertake, during holiday periods, a complete 'spring' clean of all areas including.</li><li>• Window cleaning, moving furniture to clean behind it, skirting boards, use carpet cleaner &amp; scrubbing machines, etc., to ensure all areas are clean and fresh.</li><li>• Attending training courses as required and assist in the training of other premises support staff as directed.</li><li>• Comply with Health &amp; Safety, Fire Regulations and other Academy policies.</li><li>• To oversee and be responsible for the security of the premises and its contents including setting the burglar alarm and CCTV systems. Check windows are closed and doors locked. Contact police if unable to move on trespassers.</li><li>• To be responsible for evening, occasional weekend and holiday lets. Check booking system and academy diary and liaise with Lettings Officer.</li></ul>

## PERSON SPECIFICATION

	Essential / Desirable (D)
Education/Training	<ul style="list-style-type: none"><li>• English and Maths to an acceptable standard.(E)</li><li>• First Aid in the Workplace. (D)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Evidence of experience with practical tasks. (D)</li><li>• Ability to deal with contractors and have realistic expectations for quality of work done.(D)</li><li>• Deal with emergencies and problems in a positive and systematic manner. (D)</li><li>• Develop more efficient and cost-effective ways of working. (D)</li><li>• Communicate effectively to a reasonable standard. (E)</li><li>• Work alone when required, showing good self-motivation.(E)</li><li>• Awareness of COSHH regulations. (D)</li><li>• The importance of Health &amp; Safety. (D)</li><li>• Previous experience of working in a school environment. (D)</li></ul>
Skills/Abilities	<ul style="list-style-type: none"><li>• Be physically fit as some heavy lifting will be involved (E)</li><li>• Be helpful and cheerful with good communication skills (E)</li><li>• Be reliable and good time-keeper (E)</li><li>• Be able to make decisions on routine tasks (E)</li><li>• Be able to manage daily work programme(E)</li><li>• Be able to stay on task (E)</li><li>• Be able to see the job through from start to finish (E)</li><li>• Be able to work as part of a team and as an individual (E)</li><li>• Be tidy and organised (E)</li></ul>