

## Job Description

1. **JOB TITLE:** Cleaning Supervisor – The Taunton Academy
2. **GRADE:** Grade 13, Point 6 of the NJC Support Staff Pay Scales (currently £20,043 per annum FTE, £17,824 pa Actual)
3. **REPORTING TO:** Richard Huish Trust Estates Operations Manager
4. **PURPOSE OF JOB:**

Responsible to the Trust Estates Operations Manager for the cleanliness of the school and the supervision/performance of the cleaning team.

5. **MAJOR TASKS:**

- 5.1 Daily line management, supervision, and performance of cleaning staff.
- 5.2 Stock taking of cleaning materials and supplies and the re-ordering thereof as and when necessary.
- 5.3 Undertake, individually or as part of a team, the cleaning of designated learning spaces, offices, circulation areas and associated accommodation to ensure they are kept in a clean and hygienic condition.
- 5.4 To clean, wash, sweep, vacuum, emptying litter bins, polishing, and dusting of designated areas (which will include toilet and associated facilities) and fixtures and fittings, using where appropriate the necessary powered equipment
- 5.5 To complete duties with due regard to Health & Safety and Risk Management procedures.
- 5.6 Other reasonable duties as directed by the Trust Estates Operations Manager.
- 5.7 To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.

6. **CONTACTS:**

The postholder will have a wide range of contacts with students, staff at all levels, school governors, Trust Board members and members of the public.

7. **STAFF DEVELOPMENT:**

To take responsibility for your own professional development and that of your team and participate in the Trust's Performance Review and Development Scheme.

8. **PERFORMANCE REVIEW:**

The postholder's performance will be reviewed annually as part of the Trust's Performance Review and Development Scheme.

9. **CONDITIONS:**

- 9.1 This is a permanent, term-time plus 5 weeks, 35 hours per week post, flexible around 11:00 – 18:30 (half hour unpaid break included) Monday to Friday.