



Job Description – Cleaning Supervisor

Grade: 4

Responsible to: Operations Manager

1. JOB PURPOSE

To monitor and supervise cleaning staff to ensure a high standard of cleaning to all areas of the school. To assist in the security of the school.

2. MAIN DUTIES AND RESPONSIBILITIES

- Undertake the cleaning of the school to ensure a clean and hygienic environment.
- To ensure adequate staffing levels are in place to cover all areas at appropriate times of the day.
- This will include recruiting staff where necessary, in line with school procedures.
- To ensure cleaning staff are appropriately trained to fulfil their duties.
- To monitor effectiveness of cleaning staff and take appropriate remedial action where necessary.
- To maintain adequate stocks of all cleaning and hygiene materials, including controlling and monitoring a full stock control system. Ordering all materials as necessary in line with a best value policy.
- Keep Health and Safety records, including COSHH, up to date
- To maintain holiday and absence records for cleaning staff, liaising with the Operations Manager.
- To liaise with Site Manager regarding evening events and holiday maintenance works.
- Ensure all toilets are fully stocked with consumables (i.e. toilet rolls) on a daily basis.
- To record duties worked in line with timesheets and pass information on to Payroll & Personnel Officer to agreed deadlines.
- To undertake cleaning duties as and when required.
- To carry out other duties as required, commensurate with the grade of the post.

3. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties.

4. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

5. General

1. The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

5. This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.

Post Holder:

Line Manager:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____