



Job Description

ASSISTANT CLEANING SUPERVISOR

Reed's School and Ripley Court School are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

<p>Context of the Role:</p>	<p>The cleaning team are responsible for the provision of an efficient cleaning service to the schools. This includes the cleaning of classrooms, boarding areas, bedrooms, toilets, bathrooms and common areas. There is also a requirement to clean within our Sports complex and areas around the Swimming Pool.</p> <p>This role will report into the Cleaning Supervisor.</p> <p>Salary: £27,000 per annum (paid monthly over 12 months), this is a 40 hours per week permanent full-time role and all year round.</p>
<p>Main Duties and Responsibilities:</p>	<p>On a daily basis:</p> <ul style="list-style-type: none"> • you will be expected to undertake cleaning tasks as required over and above the administrative duties. • help to maintain and update the COSHH records and the central register. • help to monitor stock levels and to place orders for supplies when required. • help and support team members to complete all necessary/requisite training both online and in the field. • provide cover for the cleaning supervisor/manager in her absence. • liaise daily with the Cleaning Supervisor on all site and staff matters. • ensure the operation is managed in line with the School's standards, policies and procedures. • maintain efficient and accurate records for quality and cost control. • deliver excellent communication and motivation to the site including communicating on a regular basis so that teams goals can be achieved. • confident in liaising with staff in any situation. • full working knowledge of all cleaning equipment, materials and chemicals and the use of cleaning equipment.

Job Description

ASSISTANT CLEANING SUPERVISOR

Reed's School and Ripley Court School are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

- be involved with the completion of recruitment, induction training, development and training of staff, including working schedules.
- support the identification of training needs and ensure accurate site records are maintained at all times.
- ensure that all teams members are familiar with and adhere to the School's Health and Safety Policy and Procedures and follow Safe Systems of Work when using cleaning equipment.
- participate actively within Cleaning Supervisor team meetings.
- conduct regular cleaning audits and ensure that any issues highlighted are addressed appropriately.
- ensure the Cleaning Supervisor and Team Leaders have appropriate assistance as and when required.
- ensure the security procedures for the areas to be cleaned are followed and the area is secured upon leaving as directed by the Cleaning Supervisor.
- wear Personal Protective Clothing and Safety Equipment as directed and follow COSHH guidance when using cleaning chemicals and substances.
- undertake such other comparable duties as the as the Cleaning Supervisor or Director of Estates requires from time to time.
- Report any defects of equipment.
- promote and safeguard the welfare of children and young persons with whom you come into contact.
- Flexible time to adjust to working schedules of the team of cleaners and the Cleaning Supervisors.

Person Specification CLEANER

Reed's School and Ripley Court School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Skills:	<ul style="list-style-type: none"> • Able to communicate clearly and follow instructions. • Good interpersonal and listening skills. • Good oral and written communication skills. • Drivers Licence. 	
Knowledge and Experience:	<ul style="list-style-type: none"> • Experience of working co-operatively as part of a team. • Excellent time keeping, organisation, planning and scheduling skills. • Ability to maintain and develop working relationships. • Computer skills including Microsoft software. 	<ul style="list-style-type: none"> • Previous experience of working within a similar role. • Understanding of various cleaning approaches and methods.
Personal Competencies and Qualities	<ul style="list-style-type: none"> • High level of personal integrity and respect. • Committed to the safeguarding and welfare of all pupils. • Self-motivated and proactive. • Encourage and motivate staff. • Willingness to learn. • Follow instructions. 	