



Cleaning Supervisor

Grade C

25 Hours per week x 40 Weeks per year

Job Description

Responsible to: Site and Facilities Manager

Job Purpose:

To supervise and be part of the cleaning team, maintaining all areas of the campus and associated accommodation to a set standard, working under the management of the Site and Facilities Manager. A set amount of time will be provided for the supervisory role.

Working alongside a cleaning team you will provide a consistently high standard of cleanliness and presentation throughout the campus whilst being aware of Health and Safety and the security of the premises. Principal sites are: Stoke Damerel Community College and Scott Medical and Healthcare College but could also include other sites within the Trust's estates. This will include general cleaning of offices, classrooms, toilets, specialist teaching areas, sports and changing facilities.

Main duties and responsibilities

Accountabilities

- To be responsible for the cleanliness of the Trust estates, ensuring that routine and periodic cleaning is delivered to a high and consistent standard.
- To supervise the cleaning team, working alongside them for a set amount of hours per week.
- To allocate cleaning hours effectively and efficiently, responding to the different requirements and working hours to support various events.
- To liaise with and follow direction from the Site and Facilities Manager.
- To ensure cleaning staff provide a high standard of cleanliness and preparation throughout the estate, adhering to cleaning schedules and checklists.
- To ensure that cleaning tasks are carried out safely, with due regard to students, staff, visitors and ensuring that all equipment used is cleaned and returned to a secure store on completion of cleaning tasks.
- To manage and monitor standards of performance and quality of cleaning.

- To promote good customer relations with all user groups.
- To ensure, with the Site and Facilities Manager, that all aspects of the Health & Safety at Work Act 1974 are complied with and implemented; to include:
 - Maintenance of first aid boxes and health & safety notices.
 - Maintenance of fire notices.
 - Assisting with COSHH assessments of all cleaning materials, including arranging for all cleaning staff to receive regular training updates.
- To ensure that all equipment is maintained to a high standard.
- To ensure that a control system for materials is maintained and that all purchases are recorded.
- To ensure that all accounting procedures and financial instructions are followed, which includes placing orders and checking invoices.
- To assist with the training and development of the cleaning team including internal and external training.
- To promote quality control and support appropriate auditing.
- To contribute to the Trust's response to health and safety, risk management, equality and diversity, communication and standards of provision.
- To work as a member of a larger team.
- To report any site defects to the site maintenance team.
- To carry out other cleaning duties such as washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of areas as required.
- To undertake other duties as directed and commensurate with the grading of the role.

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation