

Chatham Grammar School

Cleaning Supervisor

Job description

Responsible to: Site Manager

Hours of work: 20 hours per week, 52 weeks per year

Purpose of Job:

To ensure the designated areas of the School premises are kept in a clean and hygienic condition.

Key Responsibilities:

1. Ensure the School is cleaned to the agreed specification.
2. Ensure the cleaning staff maintain the standards required
3. Complete all daily paperwork
4. Complete all holiday / personal leave request forms
5. Control stock of all cleaning products
6. Report to the Site Manager of any damages/defects found from the cleaning staff
7. To organise cover for staff absence
8. Make sure all tasks are completed within the agreed timescale.
9. To participate in whole staff performance management process
10. To adhere to professional and staff codes of conduct at all times.
11. As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
12. To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
13. To carry out any other duty as may reasonably be requested by the Principal or line manager.