

JOB DESCRIPTION

JOB IDENTIFICATION

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| Job Title: | Cleaning Supervisor |
| Responsible To: | Estates and Facilities Manager |
| Department: | Estates and Facilities (Cadbury) |
| Salary Grade: | Grade C - £21,471 - £24,875 |

JOB ROLE

To oversee the day to day cleaning operatives on site. Ensuring staffing resource levels, quality, and exacting 'detail' standards of cleanliness are achieved. Provide a clean welcoming environment for students, staff and visitors.

KEY DUTIES

| No | Description of Duties |
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| 1 | To supervise the current team of cleaners ensuring a high level of cleanliness and hygiene throughout the academy and maintaining the effective running of the team. |
| 2 | Cleaning offices, classrooms, laboratories, event areas, stairs, corridors, entrances etc. |
| 3 | High and low dusting (using both damp and dry dusting methods) desks, chairs, PCs, ledges, edges, sills etc |
| 4 | Vacuuming hard and soft floors and vents/grills along with mopping using dry and damp methods |
| 5 | Maintain adequate supplies of cleaning materials, re-ordering when needed. Ensure other cleaners have Regular stock check will be taken. |
| 6 | Cleaning all internal glass, mirrors and all outwardly facing windows and doors |
| 7 | Carry out occasional cleaning tasks to ensure Health & Safety standards are met. This may include clearing of bodily fluids, deep clean of toilets or offices, periodic cleans during holiday periods. |
| 8 | Keep management informed of any issues or problems that may arise e.g. damaged equipment. |
| 9 | Ensure that current health and safety regulations and good working practices are observed in relation to health and safety at work |
| 10 | To be aware of health and safety issues and to take reasonable precautions to ensure the health and safety of yourself and other persons at all times. |

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| 11 | Reporting incidents, faults and potential hazards in line with Policies and Procedures. |
| 12 | Following safe working practice by complying with Policies and Procedures. |
| 13 | Assist in the overall maintenance of your designated buildings, including responsibility for; keys, building access/security, cleaning equipment, and materials |
| 14 | Undertake appropriate in-service training and relevant Industry updating |
| 15 | Ensure a high level of confidentiality at all times. |
| 16 | Support fully at all times the College's aims and objectives. |

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: **Cleaner Supervisor**

Candidates will be assessed for shortlist and interviewed against the following criteria.

| Shortlisting Criteria | | Essential | Desirable |
|----------------------------|---|-----------|-----------|
| 1. Qualifications | | | |
| 1.1 | Hold a minimum Level 2 qualification in Maths and English or be willing to work towards | X | |
| 2. Experience | | | |
| 2.1 | Experience of cleaning in an industrial, education environment or other similar experience | X | |
| 2.2 | Experience of training staff on cleaning equipment & in cleaning practice. | X | |
| 2.3 | Experience of supervising a large team working varied hours | X | |
| 2.4 | Ability to carry out vigorous work and to work for continuous periods in standing position | X | |
| 2.5 | Be adaptable and be able to undertake a variety of manual duties | X | |
| 2.6 | Able to work within unpleasant working conditions (for example exposure to body fluids) | X | |
| 2.7 | Able to fulfil health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances (COSHH) | X | |
| 2.8 | Ability to organise work to meet work targets within an allotted timescale, either by working in a team or by oneself | X | |
| 2.9 | Ability to communicate effectively with staff, students and the public | X | |
| 2.10 | Commitment to engagement in building and maintaining positive working relationships | X | |
| 2.11 | Demonstrate a commitment to service excellence and improvement | X | |
| 3. Skills/Abilities | | | |
| 3.1 | To be willing, helpful and polite at all times | X | |
| 3.2 | Good customer care skills | X | |
| 3.3 | Excellent communication and interpersonal skills | X | |