

Chief Executive Officer: Sir John Townsley BA (Hons) NPQH
Chair of the Board: Mr Peter Gruen B Tech (Hons) MBA

JOB DESCRIPTION

Job Title: Cleaning Supervisor
Grade: B1 SCP 4-6
Reporting to: Site Manager

Job Purpose:

To provide effective day to day supervision of cleaning staff in the Academy and co-ordinate the provision of a high quality cleaning service.

Duties:

- Ensure the delivery of the cleaning service is to the specified Academy/College standard.
- Deliver high standard cleaning using appropriate equipment.
- Be responsible for carrying out regular/weekly site monitoring.
- Supervise cleaning staff including allocation of cleaning duties.
- Authorise cleaning staff overtime worked and check claim forms.
- Liaise with the Finance/HR administrator to ensure the correct and timely completion of personnel and payroll related documentation
- Ensure compliance with TGAT sickness reporting and the Managing Attendance Policy, carrying out and recording return to work interviews when necessary within the required time frame.
- Be responsible for monitoring staff absences including unauthorised absence
- Deliver induction and proficiency training for cleaners and identify training needs where appropriate.
- Receive, issue, record and control stock as required.
- Ensure all Health & Safety regulations are adhered to, including procedures/systems are maintained for control of safe use and storage of cleaning materials.
- Control the repairs and maintenance of machinery.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.