

JOB DESCRIPTION

JOB TITLE	Deputy Cleaning Supervisor
DEPARTMENT	Estates & Facilities
REPORTING TO	Cleaning Supervisor
SUPERVISORY RESPONSIBILITIES	All cleaning staff throughout the College with a particular emphasis on the Sports Centre during evenings and weekends
SUMMARY OF JOB ROLE	
<p>The Cleaning Department is responsible for providing an efficient and effective system of cleaning across the College on a daily basis, including the Sport Centre facilities that are used out of school hours.</p> <p>The primary role of the Deputy Cleaning Supervisor is to assist the Cleaning Supervisor to ensure the College Buildings are cleaned to a consistently high standard, with an emphasis to pay particular attention to the Sports Centre.</p> <p>To undertake cleaning duties as and when required around the College buildings.</p>	
MAIN DUTIES	
1.	In liaison with the Cleaning Supervisor manage and supervise the cleaning staff and resources assigned to the College Buildings on a daily basis, ensuring that appropriate staff and resources are in place to cover for holiday and sickness absence.
2.	Develop and implement daily / weekly / periodic cleaning schedules in conjunction with the Cleaning Supervisor for all College Buildings: <ul style="list-style-type: none"> • Daily cleaning of areas. • Deep cleaning as and when required, for example holiday periods.
3.	Ensure with the Cleaning Supervisor that all members of the cleaning team are appropriately trained for their role including the correct use of cleaning products, specialist equipment and machinery.
4.	With the Cleaning Supervisor implement and operate a quality control system to ensure that the cleaning of internal areas of buildings are maintained to high standards through regular inspection.
5.	Be willing to proactively undertake cleaning duties as and when required, assisting and covering when needed for absences.



6.	Liaise daily with both the Sports Centre and PE staff to ensure cleaning arrangements in changing rooms and other areas of the facility are sufficient and effective to meet the needs of both pupils and club members.
7.	Liaise with the Cleaning Supervisor to ensure that appropriate levels of cleaning products are maintained.
8.	Ensure that cleaning staff operate in a safe manner, in line with the College's Health & Safety Policy and risk assessments at all times.
9.	Ensure that all waste is disposed of in an appropriate manner and full use of recycling facilities are made.
10.	Constantly seek to improve the productivity and efficiency of the cleaning team, particularly the Sport Centre cleaning staff.
11.	Undertake such other duties as may be requested from time to time and are commensurate with the level of this post.
12.	Undertake any reasonable request made by the line manager.
13.	<p>Understand the importance of safeguarding in education</p> <p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.</p>
14.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.



PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

EDUCATION AND QUALIFICATIONS
<ul style="list-style-type: none">• First aid at work certification.
EXPERIENCE
<ul style="list-style-type: none">• To have experience in staff supervision.
KNOWLEDGE AND UNDERSTANDING
<ul style="list-style-type: none">• To have a knowledge of current, modern cleaning equipment and their uses.• Knowledge in the use of computers and Microsoft packages.
SKILLS AND ATTRIBUTES
<ul style="list-style-type: none">• To be able to communicate with a wide range of people individually and in groups at appropriate levels.• To have the ability to plan and organise staff and resources efficiently and effectively.• To be able to keep accurate records where required, essential for health and safety.
Working hours Tuesday to Saturday 40 hours per week including break and meal times (exact hours to be agreed with the Site Manager). The post holder may be required to work such additional hours as the needs of the job require. The post is full year.

PREPARED BY	Site Manager
DATE	September 2023

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____

