

## JOB DESCRIPTION

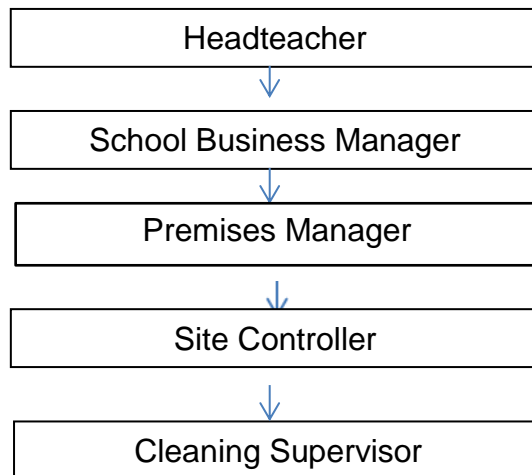
<b>School:</b> Addington School	<b>Location:</b> Woodley, Reading, Berkshire
<b>Job Title:</b> Cleaning Supervisor	<b>Grade / Salary Range:</b> 2 (SCP 3 – 4) £18,562 - £18,933 per annum, pro rata £6,270 - £6,396 per annum (actual)

### JOB PURPOSE

The job description concerns:

To work as cleaning supervisor of the cleaning team in providing a clean and healthy environment for staff and pupils alike to work in. To support the Site Controller to ensure cleaners are attending to their tasks, carrying out audits of cleaned areas and reporting to the site controller of any issues. Routine jobs are carried out during term time but it is expected that additional cleaning duties are to be carried out during holiday periods.

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



### MAIN DUTIES AND RESPONSIBILITIES

- To supervise cleaner performance, carry out daily audits of cleaner areas and report any problems/incidents to the Site Controller.
- To support Site Controller to ensure that cleaners are fully utilised throughout their shift, i.e. assigning additional work, directing to work in other areas if applicable.
- To support with training/identifying any training needs
- To clean own designated area
- To clean toilet areas in designated area
- To maintain stock levels of cleaning supplies
- To ensure waste bins in designated area are emptied daily
- To vacuum all carpet areas
- To wash all washable floors



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- To dust and polish
- To ensure healthy and safety guidelines are carried out in all tasks
- To provide cover for absent team members in carrying out essential daily jobs i.e. toilet areas, emptying bins
- Assist the Site Controller with the holiday cleaning rota.
- To carry out assigned jobs during the holiday periods i.e. assigned jobs are beyond the normal daily routines and include deep cleaning of areas such as skirting boards, door frames, window ledges, and other non-routine cleaning jobs e.g. carpet cleaning and polishing and sealing floors
- Any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

### SCOPE OF JOB (Budgetary / Resource control, Impact)

- Not Applicable

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Cleaning Supervisor</b>
<b>Reports to (job title):</b>	Site Controller

- \* E = Essential Criterion (required at point of recruitment)
- D = Desirable Criterion (can be developed over time)

### KEY CRITERIA

\* E / D?

<b>KEY CRITERIA</b>	
<b>* E / D?</b>	
<b><u>Qualifications and Experience</u></b>	
Experience of supervising staff IT skills	E D
<b><u>Knowledge</u></b>	
<input type="checkbox"/> Comply with Control of Substances Hazardous to Health (COSHH) regulations	D
<input type="checkbox"/> To be aware of health and safety with regard to manual handling	E



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<b><u>Skills and Abilities</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Flexibility</li><li><input type="checkbox"/> Enjoy working within a team</li><li><input type="checkbox"/> Ability to prioritise work using own initiative</li><li><input type="checkbox"/> Ability to speak with confidence, good communication skills</li><li><input type="checkbox"/> Ability to train and motivate cleaning staff where appropriate</li><li><input type="checkbox"/> Ability to carry out some manual handling and lifting</li><li><input type="checkbox"/> Confidentiality</li></ul>	E E E E E E E
<b><u>Work-related Personal Qualities</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Personable</li><li><input type="checkbox"/> Team leader</li></ul>	E E
<b><u>Other Work-related Requirements</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/></li></ul>	