



Job Description

Job Title:	Cleaning Supervisor
Location:	Colonel Frank Seely Academy
Salary:	Redhill Academy Trust Pay Scale
Hours of Work:	All Year Round – 25 hours per week
Responsible to:	Operations Manager
Post Objective:	To supervise the team of cleaners in order to maintain a high standard of cleanliness and hygiene.

Main Duties and Responsibilities:

- To maintain all areas of the school buildings in a clean, tidy and hygienic condition, including cleaning a designated section, conducting quality checks to ensure a high standard of cleaning.
- Allocate programmes of work for cleaning staff, for approval of the Operations Manager to ensure the cleanliness of all areas of the school is maintained.
- To supervise and train cleaning staff to carry out their duties and to resolve day to day operational problems, referring to the Operations Manager or site team as necessary.
- To assist in the organisation and completion of major periodic cleaning activities.
- To operate cleaning machinery and other equipment appropriately and in a safe manner. To monitor cleaning equipment, ensuring its proper upkeep and servicing and to report any defects or concerns to the designated manager.
- To prepare and clean rooms for meetings.
- To undertake regular toilet checks throughout the day to ensure cloakrooms are clean and stocked with soap, towels etc.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.
- To report to the Site Team any major defects in building, equipment and security systems observed in the course of duties.
- To maintain an adequate stock of cleaning materials from approved suppliers and to arrange replacement stock. Raise orders as and when required for authorisation.

- Manage the absences, timesheets and holiday leave of all cleaning staff.
- Carry out the annual performance management reviews for the team of cleaners, providing training opportunities as needed.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.