

## **Job Description Cleaning Supervisor**

**Job Title:** Cleaning Supervisor

**Responsible to:** Estates Manager

This is a part-time position, and includes 5 weeks holiday and all bank holidays. Holidays should be taken during the school holiday period, to be arranged in advance with the Estates Manager. Normal working hours will be 3.00pm to 7.00pm, Monday to Friday, working for 52 weeks each year.

You may be expected along with other members of the Estates Team to be on duty for evening and weekend functions as and when required.

The school expects a certain degree of flexible working arrangements. Additional hours worked will be paid at your normal hourly rate of pay.

### **Objectives of the post:**

- To be responsible for and supervise the delivery of the cleaning service throughout the Senior and Lower Schools;
- To monitor and control the cleaning service;
- To ensure that the School's buildings and equipment are maintained to a high standard of cleanliness;
- To organise and implement team rotas;
- To undertake general cleaning tasks;
- To manage stock-control and consumption of cleaning materials, generating orders through the school ordering system for authorisation of the Estates Manager

### **Key areas of responsibility:**

#### Security

1. To be responsible for securing the premises and ensuring the cleaning team lock windows and doors, as instructed by the Estates team;
2. To observe Health and Safety regulations.

#### Supervisory

1. To work with the Estates Team to ensure that the school is well-maintained, clean and safe at all times;
2. To work with the Estates Team to identify areas where cleaning will be required, and to plan work accordingly;
3. To ensure that all premises are cleaned to a high standard so as to give a smart and professional impression;
4. To promptly report faults in relation to cleaning machinery/equipment or building defects to the Estates Team;

5. To ensure cleaning team follow all Health and Safety Procedures and COSHH regulations;
6. To ensure that high cleaning standards are achieved at all times and monitored through regular auditing procedures complying with statutory regulations;
7. To ensure the cleaning team follows the company standard of personal hygiene and appearance, wearing provided Personal Protective Equipment (PPE) and School identification and lanyard at all times;
8. To identify training needs of the cleaning team and reporting to the Estates Manager

Cleaning:

1. Promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact and adhering to and ensuring compliance with the school's Safeguarding Policy at all times attending training as required;
2. To attend all training courses and meetings as required;
3. When required undertake cleaning tasks as per attached Cleaner Job Description.

These responsibilities may be subject to review from time to time and amended after discussion to reflect changing circumstances. This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the school.