

Job Description: Cleaning Supervisor/Cleaner

Salary: Grade C or D, £8.54 per hour, FTE salary equivalent £16,781 - £18,746

Hours: 30 hours a week, generally to be worked between 12.30-8 pm (6.5hrs per day) to include a 30 minute unpaid meal break but with hours to be flexible to meet the needs of the Academy

Line Manager: Site Manager

Role:

- a) Key holder responsibility for securing all areas of the Academy upon completion of cleaning duties, inclusive of store rooms
- b) Organise, supervise, monitor and train the cleaning team, and caretakers when necessary, ensuring that the appropriate health, safety and hygiene standards are delivered throughout the Academy
- c) Assist in the interviewing and appointment of cleaning staff, liaising with the Site Manager/HR Manager in the recruitment process as necessary
- d) To carry out cleaning duties on all sites, to cover staff absences and covering a daily cleaning round as a core part of the role
- e) Assist with the moving of furniture and moveable fittings to aid cleaning duties
- f) Monitor levels of cleaning materials and consumables and place orders as required in line with Academy policy
- g) To be proactive in promoting good housekeeping practises, ensuring that all cleaning cupboards, equipment etc. are kept in a clean, tidy and safe condition
- h) Report any deficiencies in the cleaning equipment and organise repair or replacement
- i) Maintain a staff log, to record cleaner's attendance on site and arrange and authorise all cleaning staff TOIL/overtime arrangements and claims processing, passing these through to the Site Manager
- j) Comply with all Health and Safety, COSHH, Fire Regulations and Academy policies and/or procedures, ensuring requirements are understood and observed by all cleaning staff and all cleaning contracts brought onto site
- k) To take part in CPD where deemed necessary by the Site Manager, in order to carry out duties effectively
- l) Undertake probationary and also return to work meetings with staff after periods of absence, escalating any concerns to the Site Manager
- m) Maintain a working knowledge of developments in cleaning equipment and materials and to identify means by which the cleaning operation might be developed

- n) During holiday periods arrange and supervise a complete deep clean of all Academy buildings to ensure all areas are clean for the start of the new term. Liaising with the Site Manager regarding Academy works at such times
- o) To maintain a flexible daily cleaning schedule of all Academy buildings
- p) Ensure forthcoming Academy events/lettings are identified, thereby ensuring these areas are presented appropriately prior to and following such events
- q) Undertake and update all risk assessments appropriate to this supervisory role - including COSHH, manual handling, lone working etc
- r) some evening shifts will be a requirement of the role, to support Academy events such as parent and open evenings and concerts
- s) Occasional weekend working may be required

This is not an exhaustive list of duties and the postholder will be expected to anticipate and manage the full cleaning needs of the Academy through the team they manage and in cooperation with the Site Manager

Updated January 2017 TLA/AHG

Update April 2018 AHG