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**Cleaning Supervisor**

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|  | Print Name | Signature |
| Date Effective |  |  |
| Headteacher | Lisa Leonard |  |
| Line Manager |  |  |
| Employee |  |  |

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| GRADE: | Level 1D Point 2-4 |
| REPORTS TO: | Site Agent |

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| **JOB PURPOSE:**   * Supervising a team of cleaning staff to ensure standards of cleaning within the school are met and support the security of the school site by being a key holder. |
| **MAIN RESPONSIBILITIES:**   * To organise the working rotas of a team of cleaning staff and supervise these staff on a daily basis * Undertake cleaning duties, in line with job description for a cleaner and ensure adequate cover if needed * Undertake inspection of toilets, urinals, showers etc and replenish soap and toilet tissue * Monitor the work of a team of cleaners and complete record forms as appropriate * Maintain any records required by the Site Agent * Report to the Site Agent if cleaning is not up to standard * Check cleaned areas are left secure, including windows closed and doors locked (as appropriate) * Organise cleaning materials (including ordering all necessary stock) prior to the arrival of cleaning staff and ensure materials and equipment are maintained and stored appropriately * Keep a check on cleaning materials and inform the Site Agent in good time to reorder to avoid shortages * To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information * Ensure compliance of Health and Safety at Work Act / COSHH regulations and other relevant legislation * Provide induction and ongoing raining for cleaning staff * Undertake responsibility for locking and unlocking of school site. * To undertake any other duties of a similar level and responsibility as may be required |

**Safeguarding Children**

**CONTEXT:**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment’.

**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Experience** | * Demonstrable cleaning experience * Demonstrable experience of the use of hand and mechanical cleaning equipment | * Experience of working in a school environment. |
| **Skills/Abilities** | * Able to work in a supervisory role, controlling and directing cleaning team * Able to use ICT packages such as email, Excel and Word * Able to communicate tactfully and politely with colleagues and the public * Able to understand oral and written instructions and Health & Safety Instructions and COSHH |  |
| **Competencies** | * Able to form appropriate relationships with others * Reliable |  |
| **Equality Issues** | * Be able to demonstrate an understanding of the effects of discrimination on service delivery and on the people you are working with. |  |
| **Specialist Knowledge** | * Demonstrate an awareness of Health & Safety procedures * Demonstrable knowledge of cleaning operations * Demonstrable knowledge of cleaning chemicals used | * Be aware and implement latest developments in mechanical and other cleaning techniques |
| **Education and Training** |  | * B.I.C.S. Certificate * COSHH Training * Risk Assessment Training |
| **Other Requirements** | * Able to work unsociable hours i.e. early morning, night work and some weekend working * Able to negotiate stairs with cleaning equipment i.e. vacuum cleaners, buffing machines |  |