

HUMMERSKNOTT ACADEMY TRUST

JOB DESCRIPTION

POST TITLE : Cleaning Supervisor

GRADE : G SCP 11-13

REPORTING RELATIONSHIP : Cleaning Services Manager

JOB PURPOSE :

1. To monitor and supervise on site Cleaning Operatives and give direction as appropriate.
2. To ensure that all buildings are cleaned and maintained in line with the Academy's quality procedures and work programmes in a safe and efficient manner.
3. To safeguard and promote the welfare of children you come into contact with, to include adhering to all specified procedures.
4. To work with colleagues contributing to school improvement and building effective teams.

HOURS & CONDITIONS OF SERVICE : 21 hours per week full year
Local Government Terms & Conditions

LINE MANAGEMENT RESPONSIBILITIES: Cleaning Operatives (11)

MAIN DUTIES/RESPONSIBILITIES

As Cleaning Supervisor you may undertake any or all of the following duties and responsibilities:

1. To ensure a high standard of work is maintained in accordance with Academy quality systems and current work practices.
2. To clean areas allocated using a variety of cleaning equipment.
3. To report to the Cleaning Services Manager to monitor work plans and staff rotas as per the needs of the Academy.
4. Monitoring of site cleanliness in line with health and safety standards and Academy policies. This to include standards of cleaning in toilets and washrooms, offices and classrooms, corridors and walkways, school halls and practice rooms, ensuring they are clean and safe for students, parents, staff and visitors.
5. To cover for the Cleaning Services Manager as required.
6. To treat students with respect and adhere closely to all Academy policies in relation to the safety and welfare of every child.
7. The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
8. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others.
9. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE.

Hummersknott Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: February 2018