

Job Description

Job Title:	Cleaning Supervisor
Salary:	Grade 2 SCP 3-4
Responsible to:	Caretaker/ Estates Manager.
Focus:	<ul style="list-style-type: none"> To supervise staff and the provision of resources. To assist in providing a clean, safe environment.
Specific responsibilities:	<ul style="list-style-type: none"> To supervise and support the work of the cleaners. To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements. To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained. To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff. To carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment. To clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc. To ensure wet floor Health & Safety hazard signs are used when required to ensure wellbeing of staff/students is maintained; To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing. To assist in the whole school clean during school closure as per the school cleaning programme. To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately. To provide cover on other sections/ areas of the school when necessary.
General:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. To model the values, ethos and vision of the Trust. To contribute to the overall ethos, work and aims of the Trust. To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature. Attend relevant meetings as required. Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times. Be aware of, and support, difference and ensure that all students have access to opportunities to learn and develop. Maintain good relationships with colleagues and work together as a team. Appreciate and support the role of other professionals. To attend any training courses relevant to the post, ensuring continuing, personal and professional development. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Job Description and Person Specification

Special Conditions	<ul style="list-style-type: none"> The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties; The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager; The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to; To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

Person Specification

	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> Fully supported in references. Fully completed application form which details previous experience and provides further information about relevant experience and skills. 		<ul style="list-style-type: none"> Application References
Qualifications	<ul style="list-style-type: none"> Willingness to undergo training relevant to the post. 	<ul style="list-style-type: none"> Manual handling training. COSHH training. 	<ul style="list-style-type: none"> Application Interview
Experience	<ul style="list-style-type: none"> Competence in carrying out general cleaning tasks. Awareness of health and safety issues. 	<ul style="list-style-type: none"> Experience of cleaning within a school, organisation or business. 	<ul style="list-style-type: none"> Application References Interview
Skills	<ul style="list-style-type: none"> Able to work in a busy and demanding environment. Willing to undertake training as required. 		<ul style="list-style-type: none"> Application References Interview
Personal characteristics	<ul style="list-style-type: none"> Adaptable and flexible. Calm under pressure. Patient. Empathetic with young people. Self-motivation, reliability, and hard-working nature. Team player. High personal and professional standards. 		<ul style="list-style-type: none"> Application References Interview

Assessment against the criteria outlined above will be through the Application Form, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Any relevant issues from references will be taken up at interview.