

## Job Description

# Cleaning Team Leader

### All through school

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



## WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

**GRADE:**  
D3, £24,795 (FTE)  
 (£12.85 per hour)

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
Site Manager

#### AIMS OF THE POST

- ✓ The cleaning supervisor will manage a small team of school cleaners and support the Site team to meet the needs of the school and the day-to-day cleanliness, safety and security of the school site.
- ✓ The post holder is responsible for managing a team of cleaners and ensuring that the school is clean, well-maintained, safe and a secure site for all users.
- ✓ The cleaning supervisor will ensure high standards of cleanliness and effective use of resources to enhance the learning environment for learners and staff.

#### WORKING TIME:

- ✓ 2.30pm-8.00pm, Monday to Friday – 27.5 hours per week, 41 weeks per annum.  
(Term time plus teacher training days and an agreed 5 days for deep cleaning)

#### MAIN RESPONSIBILITIES

- ✓ To support the Site team, Governors and the Principal in the cleanliness, security and health and safety of the school site in order to protect and safeguard the school community.
- ✓ To adhere to the school's health and safety policy to ensure that a safe environment for learning is developed and the learners' wellbeing is an essential part of the running of the school.
- ✓ To work with the Site Team to manage and maintain the premises cleanliness so that as a resource it most effectively supports the educational needs of the staff and learners.
- ✓ To manage the day to day of the cleaning team. Stepping in/arranging cover/making plans for absence.
- ✓ To support team training and development including the completion of 1:1 coaching/appraisals.
- ✓ To carry out cleaning tasks on a rota basis to ensure a clean and safe site while maintaining high and consistent standards. To lead on deep cleans.
- ✓ To hold regular meetings with the team to discuss any updates.
- ✓ To maintain any equipment needs, report cleaning supplies requirements and stock levels to the site team placing orders when required.
- ✓ To assist in keeping accurate records for COSHH and other safety checks.
- ✓ To ensure site security at all times, including lock-up at the end of the day.

#### ADMINISTRATION

- ✓ To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of records.

#### APPRAISAL/PERFORMANCE MANAGEMENT

- ✓ To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

## SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

## HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*