

Central Bedfordshire Council

Stondon Lower School

Job Description

Job Title:	Cleaner / Cleaning Supervisor
Responsible To:	Head of school /Caretaker
Responsible For:	Cleaning and Cleaning Staff
Job Purpose:	Supervising a team of cleaning staff to ensure standards of cleaning within the school are met. To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls, and all other areas in use.

Main duties and responsibilities:

1. To organise the team of cleaning staff and supervise these staff on a daily basis.
2. Undertake cleaning duties, in line with job description for a cleaner.
3. Undertake inspection of toilets, classrooms and offices etc. and replenish soap and toilet tissue.
4. Monitor the work of a team of cleaners and complete record forms as appropriate.
5. Maintain any records required by the School Business Manager.
6. Report to the Head of School if cleaning is not up to standard.
7. Check cleaned areas are left secure, including windows closed and doors locked (as appropriate).
8. Undertake the role of key holder and secure the site.
9. Organise cleaning materials prior to the arrival of cleaning staff and ensure materials and equipment are stored appropriately after the clean.
10. Keep a check on cleaning materials and inform the Office Manager in good time to reorder to avoid shortages.
11. To attend all essential health and safety training courses as determined by the management of the school and/or the Local Authority.
12. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
13. To undertake any other duties of a similar level and responsibility as may be required.