



Cleaner Supervisor Job Description

Job title: Cleaner Supervisor

Reporting to: Head of School / Buildings and Estates Compliance Officer

Salary Grade: NJC Grade 3

Job Purpose including main duties and responsibilities.

The main purpose of the job:

To provide a cleaning service for the school, unlock or lock (dependent on contracted hours) and secure the school as required, maintain stock levels of cleaning materials and supervise a Team of cleaners. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets, and emptying all bins. To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the school's specification.

Main duties and responsibilities:

To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets and emptying all bins.

Be responsible for promoting and safeguarding the welfare of children and young people.

Staff must adhere to and ensure compliance with the relevant SCEAT and school-based Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Head of School so that a referral can be made accordingly to the relevant third party services.

The normal duties will usually include the following:

1. To supervise other cleaners ensuring a high level of cleanliness and hygiene is maintained throughout the school and following Health & Safety guidelines. Areas to be covered will be allocated in conjunction with the Head of School/ Buildings and Estates Compliance Officer
2. In the absence of a cleaner redesignate and prioritise areas for cleaning daily. Communicate decisions with the Head of School and Buildings and Estates Compliance Officer
3. Maintain stock levels of cleaning supplies and complete purchase requisitions, as per the SCEAT Staff Ordering Process.
4. To be a key holder and unlock the school.

5. Lock the school (as required) ensuring the school is safe and secure and alarms are set.
6. To liaise with site staff, Premises and Compliance Manager and Head of School as required.
7. To maintain a high standard of cleanliness and hygiene in own designated areas.
8. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying litter bins and cleaning of designated areas which include toilets, fixtures and fittings, using where appropriate powered equipment.
9. The safe use of chemicals and cleaning materials as instructed by the Premises and Compliance Manager Site Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
10. To operate cleaning machinery in cleaning soft and hard surface', e.g. vacuum cleaners and polishers following Health & Safety guidelines.
11. To maintain all School standards of hygiene and safety of all cleaning equipment and Cleaning Cupboards in your charge.
12. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Buildings and Estates Compliance Officer/Head of School.
13. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Premises and Compliance Manager/Head of School.
14. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages, wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds.
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, etc (toilet paper and paper towels)
 - Checking and closing windows and doors, switching off lights after work
 - Such other duties as may be allocated from time to time.

During periods when the school is closed, periods of deep cleaning are undertaken throughout the school. This may include high level dusting, wall washing, etc. The contracted hours/working weeks include these periods.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken. You will be required to carry out any other duties reasonably requested by the Head of School/ Buildings and Estates Compliance Officer.