



KING EDWARD VI
SHELDON HEATH ACADEMY

Job Title: Cleaning Supervisor
Scale: SP4 (All Year Round)
Responsible to: Facilities Manager

VISION AND PURPOSE

To supervise the cleaning duties in accordance with an agreed schedule and to a required standard to ensure that staff and pupils have a comfortable, clean safe and well-maintained school environment.

Main Duties:

- To supervise the cleaning staff, ensuring their work is completed to an agreed schedule and to a required standard.
- To undertake performance management reviews of the cleaning staff in liaison with the Facilities Manager.
- To ensure the punctuality and good time-keeping of all the cleaning staff, including the monitoring attendance and informing the Facilities Manager of absences.
- To manage understaffing and ensuring variations are dealt with accordingly.
- To ensure that all staff comply with the Schools Health & Safety Policy as required under the Health & Safety at Work Act 1974.
- To manage the stock levels of equipment and materials and to request orders as needed via the Facilities Manager. To ensure that cleaning equipment and materials are safely maintained and stored.
- To clean to a high standard a given area of the school known as a section. This may involve mopping, hovering, scrubbing and other general cleaning.
- To clean other sections of the School as and when required.
- Providing assistance with the cleanliness and hygiene within the School which may involve deep cleaning during holiday periods and the additional cleaning of toilets and coming into contact with bio hazards.
- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
- To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.
- To comply at all times with King Edward VI Academy Trust Policies and Procedures.
- To attend training courses which are relevant to the post, i.e. COSHH, Manual Handling etc.
- Carry out any other reasonable tasks commensurate with the role as requested by Senior Leadership Team or Facilities Manager.

In addition:

- To ensure all tasks are carried out with due regard to health and safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the agreed vision, aims and values of the Academy.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings and parents' evenings.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Name:

Signed:

Date: