



# Pinehurst Primary School

Experience, Excel and Enjoy

## Job Description School Cleaning Supervisor

<b>Role Title</b>	<b>Cleaning Supervisor</b>
<b>Grade</b>	Grade: 2 SCP: 3-5 Salary: £24,796 - £25,583 FTE
<b>School</b>	<b>Pinehurst Primary School</b>
	15 hours per week 2.30-5.30pm Monday – Friday Term Time Plus condensed hours in school holiday periods
<b>Main purpose of the role</b>	
<p>To undertake cleaning within the school according to set procedures and tasked routines using a variety of methods including machinery.</p> <p>To lead the cleaning team in the role of supervisor to ensure appropriate delegation and completion of tasks.</p>	
<b>Core responsibilities and tasks</b>	
<ol style="list-style-type: none"> <li>1. Carry out routine cleaning in accordance with set standards and routines.</li> <li>2. Assist with the locking and unlocking of school buildings and rooms under the direction of the School Caretaker.</li> <li>3. Carry out as necessary the replacement of user supplies (towels, toilet rolls etc).</li> <li>4. Assist as necessary with non routine cleaning following incidents etc.</li> <li>5. Use appropriate cleaning equipment and machinery.</li> <li>6. Identify and notify any damage to buildings and equipment.</li> <li>7. Support with ordering of cleaning materials</li> <li>8. Work alongside another Cleaning Supervisor to lead and manage the daily work of the Cleaning team.</li> <li>9. Allocate tasks daily and in holiday clean downs including the redistribution of tasks in the event of absence.</li> <li>10. Liaise with the Headteacher, School Business Manager and Site Manager as necessary to support the cleaning of the school building to a high standard.</li> </ol>	

<b>Knowledge, skills and experience</b>
<ul style="list-style-type: none"><li>• Completed a common core programme of induction</li></ul>
<b>Additional Information</b>