



QUEEN EMMA'S PRIMARY SCHOOL

Cleaning Supervisor Grade 5

15-20 hours per week, Monday to Friday, starting after 4pm

Term Time only, plus 4 weeks holiday work
(One week October half term, One week at Easter, Two weeks during summer holidays)

Disclosure level: Enhanced

Job Purpose: To participate in the cleaning of school premises efficiently and effectively, so that a clean and tidy environment is maintained for students, staff and visitors.

Main Responsibilities:

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean shared areas
- Clean toilets and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods
- Collecting and appropriate disposing of waste
- Clean and maintain waste bins

Key Tasks

- Create and maintain a purposeful, orderly and productive working environment
- Maintain records as requested
- Ensure availability to staff of equipment and cleaning supplies
- Monitor and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person



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Belonging, Being and Becoming

- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Promote and ensure the health and safety of pupils, staff & visitors at all times
- Locking the premises at the end of the day
- Reporting any suspicions persons to the appropriate person in authority
- Monitor and manage stock and supplies, cataloguing as required
- Check specialist equipment for quality/safety, and report other damages/needs
- Organise cleaning routines to comply with specified standards
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Liaise with line manager & attend meetings as required

Additional Responsibilities:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with Headteacher
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety Policy and relevant Health and Safety legislation.
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other duties or tasks as are required from time to time at the discretion of the Headteacher.

Person Specification

Qualifications and Training	Essential	Desirable
Ability to work effectively both in a team and also on own initiative	✓	
Good written and verbal communication skills	✓	
Willingness to participate in development and training opportunities	✓	
Experience		
Knowledge of use of cleaning equipment and materials	✓	
Understanding of health and safety requirements	✓	
Understanding of child protection issues		✓
Experience of cleaning in an office/education setting		✓
Personal Skills		
Ability to assess priorities and work to deadlines	✓	
Reliable and punctual	✓	
Committed and calm under pressure	✓	
Honesty and integrity	✓	
Ability to maintain confidentiality	✓	