

Job Outline

Cleaning Supervisor

Responsible to: Facilities Manager
Salary Grade: Scale 4, point 7-8
Full time/Part time: Part time, 20 Hours per week, 43 weeks per year (38 weeks' term time, 1-week non-pupil days and 4 weeks during the school holidays)

Job Purpose

To provide supervision for the cleaning staff in school.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Supervisor duties

- Organise work schedules for cleaners
- Greet cleaners, allocate work areas and distribute keys accordingly
- Support cleaners in their needs and requirements
- Check daily time record
- Address any issues raised by teaching/administration staff in the Daily Record Book
- Address any issues during the shift, when required.
- Support Assistant Site Manager to carry out audit of standards
- Regular training for cleaners
- Order stock
- Assist the Assistant Site Manager in overseeing the maintenance of equipment
- Support Involvement in interviewing cleaning staff
- Clean area (s) of the school when required, particularly if there is staff absence
- Report to Facilities Premises Manager at weekly meeting
- Responsible for Health and Safety of Cleaners
- Assist Site Team s as required
- Manage and report all absence
- Ensure areas are covered if short staffed and cover when necessary
- Ensure all toilets are clean, clear of litter, graffiti and report any damage to Site Staff
- Support Assistant Site Manager in carrying out performance and development review process for Cleaners

Cleaning duties

- Spot and clean graffiti in corridors
- Ensure corridors are clear of litter
- Clean windows/showcases
- To carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- To carry out, as necessary the replacement of roller towels, renewing supply of toilet rolls and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wet pic-ups and in health and safety and the use of cleaning chemicals.
- To notify the senior members of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- To participate in the performance and development review process taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Area Manager to carry out appropriate duties within the context of the job, skills and grade.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.