

## JOB DESCRIPTION

<b>Job Title</b> Cleaning Supervisor		<b>Grade and Salary</b> Grade 5 Level 1 - 4 £19,138 - £20,564 per annum (pro rata)	
<b>Reports to</b> Premises Manager		<b>Actual Salary</b> Dependent on hours worked.	
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>		
	To supervise the team of school cleaners to make sure high standards of cleanliness are maintained across the school.		
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS AND DUTIES</b>		
	i.	To supervise the cleaning team using regular monitoring to ensure high standards are maintained and providing coaching to new staff and staff whose work falls below the required standard.	
	ii.	To ensure the cleaning service runs effectively by organising staff, including to cover for absences, and making the necessary equipment and materials available to the team.	
	iii.	To carry out basic administration and deal with straightforward personnel issues, including training cleaning team with regard to procedures for Safeguarding and Absence Management.	
	iv.	To Refer relevant issues to the Premises Manager, including any significant staffing disputes or issues (e.g. competency, discipline or attendance), or issues relating to health and safety or resources (materials and equipment).	
	v.	To undertake the cleaning of particular areas as occasionally required to cover absence.	
	vi.	To carry out security checks to the buildings and grounds. Unlocking and securing of buildings, which may include room hire for non-school activities outside normal school hours. (N.b. the post holder is not responsible for the buildings overnight or at weekends.)	
	vii.	To carry out checks to ensure external windows and doors are secure and intruder alarms are operating effectively.	
	viii.	To protect the site and preserve energy/water by shutting down any lights, heating, equipment, taps etc and reporting any faults or leaks to the Premises Manager.	
	ix.	To report any hazards or items for repair to the Premises Manager.	
	x.	To liaise with staff, internal or external, who are supervising after school lettings.	
	xi.	Occasionally, as required, to attend to set up for and/or clear away after meetings of school staff or governors.	

	xii.	To report any suspected intruders, vandals, other criminal activity or serious hazards on the site to the emergency services and school staff.
	xiii.	To carry out general duties in the school as may arise that are commensurate with the other responsibilities of this post.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	Supervision of typically up to 12 cleaning staff, all of whom are formally line managed by the Premises Manager.	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>	
	The work is generally covered by guidelines and policies.	
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>	
	<p><b>Internal</b> Regular contact with cleaning staff and occasional contact with other staff. Requires tact and professionalism to supervise cleaners effectively.</p> <p><b>External</b> Regular contact with staff managing external lettings and occasionally members of the public. Requires thoroughness and some negotiation skills to manage hand-overs with external lettings company.</p>	
<b>6.</b>	<b>DECISIONS - discretion and consequences</b>	
	<p><b>Discretion</b> Makes decisions about securing the school premises and supervising/overseeing the cleaning service within clearly defined procedures. Most decisions are largely dictated or influenced by risk assessment, Health and Safety legislation and school protocols.</p> <p><b>Consequences</b> Helps to ensure premises are appropriately clean and tidy and ready for effective operation. Ensures the security of the school site out of working hours to avoid disruption to the provision of education. Also helps to ensure that the premises are available for hire if required which may provide additional income for the school.</p>	
<b>7.</b>	<b>RESOURCES - financial and equipment</b>	
	<i>(Not budget, and not including desktop equipment.)</i>	
	<u>Description</u>	<u>Value</u>
	Keys for school buildings. Some responsibility for cleaning equipment and materials.	
<b>8.</b>	<b>WORK ENVIRONMENT - work demands, physical demands, working conditions and work context</b>	
	<p><b>Work demands</b> The work requires some flexibility, e.g. when cleaning staff are absent.</p>	

	<p><b>Physical demands</b> Work requires moderate physical effort.</p> <p><b>Working conditions</b> Work is mainly indoors. There will be some exposure to chemicals and unpleasant conditions.</p> <p><b>Work context</b> Work involves limited risk to personal safety. There may be a small risk of abuse from some pupils / parents and a risk from contagious illnesses.</p>
9.	<p><b>KNOWLEDGE AND SKILLS</b></p> <p>The post holder needs a good level of practical skills in the following areas:</p> <ul style="list-style-type: none"> <li>● cleaning;</li> <li>● supervising staff;</li> <li>● security issues (including re-programming alarms);</li> <li>● minor maintenance jobs.</li> </ul> <p>Needs to have a good awareness and knowledge of:</p> <ul style="list-style-type: none"> <li>● Health &amp; Safety legislation and the practical implications.</li> </ul>
10.	<p><b>POSITION of JOB in ORGANISATION STRUCTURE</b></p> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px;">       Job reports to: Premises Manager     </div> <div style="display: flex; justify-content: center; align-items: center; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;">THIS JOB</div> <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">Other jobs at this level: None</div> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;">       Jobs reporting up to this one: None     </div>

Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			