

Chilton Academy
JOB DESCRIPTION FOR A CLEANING SUPERVISOR GRADE 2

NAME:

SALARY: Grade 2

RESPONSIBLE TO: **Senior Leadership Team**

LINE MANAGER: **Deputy Head Teacher**

HOURS: **17 hours (Monday – Thursday 2.30pm - 5.45pm. Fri 2.30pm – 5.30 Fri**

The Cleaning Supervisor (Grade 2) is a key member of staff helping to provide an efficient and effective domestic service to the school.

The Cleaning Supervisor (Grade 2) will usually be assigned to a specific location. However, should the need arise, it may be required that work shall be undertaken elsewhere.

Role:

To work under instruction/guidance of senior staff, supervising and delegating work to other members of the team where necessary to ensure the cleaning of designated areas are carried out and high standards of cleanliness and hygiene are met and maintained.

Duties:

These are the main duties and responsibilities needed to achieve the job purpose:

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained
- To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained
- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing
- To assist in the whole school clean during school closure as per the school cleaning programme
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately
- To maintain records as requested, to ensure accurate up to date information is available to ensure efficient running of operations.
- To monitor and manage supplies i.e. cleaning products, sanitary supplies as appropriate to ensure sufficient stocks are always available for use and health and hygiene standards are met and maintained
- To promote and ensure health and safety of pupils, staff and visitors at all times

- To act as the key holder alongside the Site Manager, to open/close the school for cleaning purposes and to respond to emergency callouts, to ensure efficient running of operations
- To ensure protective clothing is used at all times and sufficient available stocks kept for use by the cleaning team to ensure Health and safety regulations are being met.
- Communicate instructions to cleaning staff team from line managers, Durham County Council and collect and present signature record sheets
- Arrange meetings between line managers and cleaning team as directed
- Liaise with external contractors both within and outside of work hours where necessary
- Prepare rooms for out of hours events and usage
- Management of procurement and cleaning consumables budget oversight
- To attend any training courses relevant to the post, ensuring continual personal and professional development
- Ensuring the School is made secure and locked in the evening
- Role requires working with a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
- Maintain accident records as required
- The Post holder may undertake any other duties that are commensurate with the post
- The post holder has common duties and responsibilities in the areas of:-
- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

DUTIES MAY VARY BETWEEN TERM AND CLOSURE PERIODS.

PROTECTIVE CLOTHING

You will be issued with protective clothing provided by the school i.e. overalls, body warmers, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc. and the on site supervisor will decide when articles need replacing. In the case of body spillage's protective clothing will be supplied.

ANNUAL LEAVE

To annually submit a list of required holidays to the School Business Manager. If a dispute arises, items will be determined by the Personnel Sub-Committee of the Governing Body of the school who will afford you an individual right of appeal.

LEAVE OF ABSENCE

All matters relating to leave of absence will be dealt with by the Head Teacher and/or the Governing Body of the School.

You will be entitled to sufficient training in order to ensure a clear understanding of these duties.

Any other cleaning duties as directed by the Senior Leadership team.

It may be necessary to amend this job description at any time in the future, but only after discussion with you and your appropriate trade union representative or friend.

Signed (Head Teacher) Date

Signed (Supervisor) Date

