



## POST: Cleaning Team supervisor

**CONTRACT:** Permanent

**Start Date:** ASAP

**SALARY SCALE:** Band B pt 3

**Contract Hours:** 5 hours per week

**Responsible to:** Chief Finance Officer

**Responsible for:** Cleaning staff

### Responsibilities

- To participate in the recruitment process of new cleaning staff
- To arrange training for new staff – in house.
- To ensure all cleaning staff are kept aware of any events planned in school, or other relevant information that could affect their ability to complete their work in school
- To regularly check that cleaning standards are being adhered to and that all cleaning staff have the necessary equipment, distributing resources where needed
- To remind staff of H&S requirements whilst cleaning including CoSHH regulations and ensure that all cleaners are working safely and in a safe environment, if required, report any issues to site staff
- To organising the daily shifts, taking into account any absences.
- To record and monitor the staff holiday forms
- To monitor and order cleaning stock – Bin liners/ mops/cloths/vacuum cleaners etc.
- To organise the weekly washing and drying of used cloths/mops
- To report any discipline or capability concerns to senior leader with responsibility for site and cleaning staff, or staffing

### Other:

- To participate in the operation of the Academy's Appraisal Scheme and attend any training deemed necessary.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working school environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**