



## Job Description

**Post Title:** Cleaning supervisor  
**Pay Scale:** **Grade 3**  
**Responsible to:** Site Manager

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### Main Purpose of the Post:

- To Supervise and maintain an effective and efficient cleaning service in all areas of the premises. To line manage a team of cleaners and monitor their performance across the school/academy. The post holder will need to manage their time and duties to include monitoring the morning and evening cleaners.

### Principal Accountabilities:

- Operation/use of domestic and industrial cleaning equipment and materials and provide in-house training for all new cleaners
- Keep cleaning equipment and storage areas in a clean and safe condition
- Replenish hygiene requisites as appropriate
- Inform Site staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process
- Secure/close internal doors and windows, as appropriate
- Organise team of cleaners to ensure all areas of the school/academy are cleaned daily
- Work with the Site Manager to manage holiday rotas of full-time cleaners to ensure adequate cover for holiday 'Deep clean'
- Emptying bins and removing waste to a designated area
- Mopping; sweeping; spray cleaning; machine scrubbing and drying; buffing; suction cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning (wc's washand-basins, showers)
- Carpet cleaning; upholstery cleaning; removal of stains; chewing gum and graffiti, etc; stripping and dressing/sealing floors; descaling sanitary appliances

## **General**

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Multi-Academy Trust's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

## **Knowledge, Skill and Experience:**

- At least 2 years' experience of managing a team.
- Experience of cleaning facilities, preferably in an educational environment.
- NVQ Level 2 in an appropriate subject.
- Accurate and organised approach to work with an ability to meet deadlines.
- Flexible approach to work.
- Accurate and well-organised approach to work.
- Good interpersonal skills.
- Ability to work to completing deadlines.
- Self-motivation.
- The ability to work independently and use initiative to identify, prioritise and respond to issues that arise – problem solving on a daily basis.
- Ability to use computers and preferably a wide range of application knowledge.

## **Creativity and Innovation:**

- Work to Multi Academy Trust policies and procedures as stipulated in the School/Academy Handbook.

## **Decision-Making:**

### **Discretion:**

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of Academy staff.

### **Consequences:**

- Positive impact on the level of behaviour and attendance issues across the school/academy.
- Positive impact on the quality of education offered to students.

## **Contacts and Relations:**

- Contact on a daily basis with the Executive Principal, SLT, school/academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students and parents to offer pastoral support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies to represent school/academy at meetings and signposting.

## **Working Environment:**

### **Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

### **Physical Demands:**

- Work will require normal physical effort.

### **Working Conditions:**

- Work will be undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances.

**Work Context:**

- Work is undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances and may be subject to challenge from parents, students and staff.

**Position in Academy:**

- Indicate how many staff for whom the post holder is directly responsible: dependent on school/academy site

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

**Date of Job Description** .....

**Date copy sent to post holder** .....

**Staff signature** .....

**Line Manager signature** .....