

Job Title: Cleaning Supervisor

Reporting to: Business Manager

Grade: 3

Overall Purpose of the Post

To ensure the interior of the academy is clean and tidy.

To manage the onsite cleaning staff

Main Duties and Responsibilities

- Line management and organisation of cleaning staff and duties within the relevant area of the academy
- To remove litter from any internal areas of the building
- Vacuuming corridors, class rooms and stairs at appropriate times
- Removal of chewing gum from all corridors and stairs
- Full clean of toilets at appropriate time of day
- Inspection and tidy of student toilets after break and after lunch (where relevant)
- Cleaning and upkeep of all corridors, walls and skirting boards
- Cleaning of window ledges and internal glazing in corridors and on stairs
- Additional cleaning of rooms during holiday periods
- Organisation of the clearing of crockery and utensils from all meetings

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.