

Job Title: Cleaning Supervisor

Reporting to: Site Manager

Grade: Band 4

Responsible for: Cleaners

Overall Purpose of the Post:

To supervise a busy team of cleaning personnel to ensure the academy site is a safe and hygienic environment for all academy users.

Main Duties and Responsibilities:

- To be responsible for the handling of keys.
- To ensure the signing in and out procedures are adhered to.
- To oversee all cleaning staff, ensuring they are trained and are able to carry out their duties in a safe and responsible manner, arranging refresher training as necessary.
- Responsible for day to day decisions relating to the effectiveness of the cleaning provision and making any necessary adjustments to the rota to cover absence.
- Responsible for stock taking and re-ordering of all cleaning equipment and materials.
- Responsible for the care and safety of equipment used and for the safe use and storage of all cleaning materials.
- To be responsible for the processing of laundry.
- To be responsible for maintaining the department's annual leave cards.
- Carry out audits on working practices to ensure best practice methods are utilised at all times.
- Carry out the following cleaning duties:
 - General dusting of furniture and fittings
 - Cleaning of sanitary fittings
 - Damp and wet mopping
 - Vacuuming carpets
 - Polishing floors using electrical scrubbing machines
 - Scrubbing floors using electrical scrubbing machines
 - Cleaning internal glass
- Participate actively in the academy's staff development activities that support personal development and fulfil the objectives of the academy.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.

- Willingness to undertake First Aid duties.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

Special Features

- 28 hours per week, 52 weeks.

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.