



## Job Description

**Job Title: Cleaning Supervisor**

**Reporting to: Facilities Manager**

**Grade: I Scale Point 10**

**Accountable for: The Cleaning Team**

### **Overall purpose of the post:**

To provide supervision to 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 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
- Be 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

To be able to carry out the following cleaning duties due to absence of a member of the team:

- 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

## **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Lead 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.