

JOB DESCRIPTION



Job Title: Supervisor Cleaner
Grade: Grade 3
Reports to: Caretaker/Site Manager

Purpose of Role

To provide an onsite cleaning service for a specified area, undertaking cleaning tasks set out in a local schedule of work. To supervise cleaning staff. To be a key-holder and responsible for opening up/locking up duties.

Main Responsibilities, Tasks & Duties

- To be responsible for the cleaning of a specified area in accordance with the Trust's current specification to achieve the required standard.
- To supervise cleaning staff ensuring work is carried out satisfactorily.
- To safely store cleaning materials and equipment.
- To report to the immediate supervisor (or other designated person) any problems relating to cleaning equipment and materials.
- To be a key-holder for the school premises and be responsible for either opening (am) or locking up (pm).
- To carry out wet work duties at the end of the day.

Supervision of People

- Day to day supervision of cleaning staff including checking quality of work carried out.

Creativity & Innovation

- Little or no opportunity for creativity or innovation.

Contacts & Relationships

- Contact with line manager/and or Headteacher.
- Some contact with teaching staff and students.

Decisions

Discretion – limited opportunity for discretion. Work is within clearly defined procedures; post-holder is able to prioritise some tasks, eg order of cleaning.

Consequences – impact on the cleanliness of the school, which can be easily identified and quickly remedied.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. This post is subject to an Enhanced DBS check.

Resources

- Cleaning equipment, buffer, vacuum cleaner, cleaning materials, etc.

Work Environment

Work Demands – work may be carried out in different order but does not affect the programme of work.

Physical Demands – physical effort necessary to carry out cleaning role, bending, manual handling, pushing, eg use of buffer.

Working Conditions – some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment.

Work Context – minimal risk, post holder will be working with cleaning materials and equipment.

Knowledge & Skills

- Have a clear understanding of the cleaning standards required by the school.
- Have a clear understanding of the importance of security requirements for the building.
- The post-holder must have an understanding of the Health & Safety Guidance Booklet for Caretakers and Cleaners.
- Safe working methods to be used in accordance with COSHH assessments for hazardous substances.
- Experience of staff supervision.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

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