

## Job description

<b>Job title:</b> Cleaning Supervisor	<b>Status:</b> Permanent
<b>Team:</b> Cleaning Team	<b>Reports to:</b> Senior Site Manager
	<b>Direct reports:</b> Team Members
<b>Department:</b> Estates	<b>Departmental budget holder:</b> N/A

### Position context:

**Our purpose:** To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

**Position purpose:** A cleaning supervisor will normally supervise a team(s) of cleaners on a day-to-day, working under the management of the site manager or school keeper. As well as cleaning responsibilities, the supervisor is primarily responsible for contractual quality standards, making sure cleaning meets specifications and for making sure relevant areas are clean, sanitary and safe for use.

The nature and intensity of the work required varies with the season and with whether the school is in session or not. During closures a school may carry out a programme of special cleaning and a cleaning supervisor may be expected to supervise and contribute to these programmes.

### Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> <li>• Is aware of and understands the ELAT Vision, Mission and Values</li> <li>• Can clearly describe how The Brittons Academy fits into the ELAT family</li> <li>• Will make a positive contribution to the health and safety of the school community</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Is able to take direction and plan the correct approach to tasks</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>• To supervise a team(s) of cleaners on a day-to-day basis, including work allocation, cover arrangements and task prioritisation, if necessary.</li> </ul>

Accountability	Key activities
	<ul style="list-style-type: none"> <li>• To supervise induction and on-the-job training for new staff.</li> <li>• To be responsible for the security of the whole premises and the safeguarding of the contents thereof. This will include operating alarms and liaising with security as necessary in accordance with guidelines given.</li> <li>• To be responsible to the Senior Site Manager for key holding arrangements.</li> <li>• To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machines provided.</li> <li>• To clean floors, of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals.</li> <li>• To clean furniture, fittings, soft furnishings and equipment.</li> <li>• To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas.</li> <li>• To clean and remove body fluids using safe handling procedures.</li> <li>• To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth and to monitor stock and consumable levels to ensure an adequate supply.</li> <li>• To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass.</li> <li>• To remove rubbish and waste. This may include: <ul style="list-style-type: none"> <li>- Removal of waste that requires safe handling procedures.</li> <li>- Waste separation to comply with re-use and re-cycling processes</li> <li>- Removing waste classified as unsanitary, hazardous and/or dangerous.</li> </ul> </li> <li>• To use the relevant procedures of the school to monitor and record work carried out to support quality assurance and contractual compliance.</li> <li>• To note breakages, repairs, or maintenance required and make sure these are reported and dealt with.</li> <li>• To operate a variety of machines used for cleaning, recording faults and making sure repairs are dealt with.</li> <li>• To be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning (in accordance with the procedures of the school).</li> <li>• To work, support and cooperate with others to make sure the responsibilities of the post are carried out.</li> <li>• To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively</li> </ul>

Accountability	Key activities
	<p>promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.</p>
<p>People Management / Organisational Development</p>	<ul style="list-style-type: none"> <li>• To take full part in the Trust's performance management system</li> <li>• To complete school based induction and any subsequent training required to improve performance</li> </ul>
<p>Information Management and Reporting</p>	<ul style="list-style-type: none"> <li>• Support the maintenance of health and safety records within the school</li> </ul>
<p>Data Protection</p>	<ul style="list-style-type: none"> <li>• All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
<p>Health and Safety</p>	<ul style="list-style-type: none"> <li>• Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> <li>• <b>Additionally, role specific tasks that require H&amp;S awareness:</b> <ul style="list-style-type: none"> <li>- Use cleaning products, chemicals and materials that require safe handling procedures</li> <li>- Use a variety of machines used in school cleaning</li> <li>- Clean up body fluids using agreed safe handling procedures</li> <li>- Respond to the results of emergencies and accidents – for example, flooding</li> <li>- Lift, carry and move school furniture and equipment.</li> </ul> </li> </ul>
<p>Good Citizenship</p>	<ul style="list-style-type: none"> <li>• Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such</li> </ul>

### Key Stakeholders:

Internal: Estates, Pupils, Staff

### Knowledge, skill and experience requirements

#### Essential:

Ability to organise one's own work, to prioritise tasks and keep to deadlines  
Ability to work independently and support the work of the team  
Ability to be flexible and respond effectively to the 'unexpected'  
Ability to communicate and interact effectively with adults  
Ability and willingness to carry out the instructions of supervisors and managers  
An understanding of basic health, safety and security issues in schools  
An understanding of the various cleaning methods and techniques  
An understanding of the basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations  
An understanding of quality and customer service as applied to work in schools  
Willingness to successfully complete the range of training relevant to the job

#### Desirable:

GCSE at level A-C in English and Mathematics of equivalent  
Six months' experience, on a voluntary or paid basis  
Willingness and motivation to develop own skills and work towards NVQ Level 1  
Cleaning and Support Services (Cleaning Building Interiors)

### Key behaviours:

- Demonstrate and role model Trust values which are:
  - *Passion*
  - *Respect*
  - *Inclusion*
  - *Challenge*
  - *Openness*