

## **Job Description for Cleaning Supervisor**

Job title: Cleaning Supervisor

Main Function: To oversee the team of cleaners on a daily basis and to assist with cleaning as necessary

Responsible to: Facilities Manager and General Manager

The hours of work are from 5.00am to 8.30am and from 4.00pm to 7.00pm, Monday to Friday and all year round. Due to some out of hours functions, there may be a need for additional work outside of these hours.

The College offers 4 weeks paid holiday to be taken during the school holidays plus statutory holidays.

After three months' work you will automatically be enrolled into the College pension Scheme (the College will pay a 5% contribution provided you pay at least 3%).

The salary for the position will be £20,280 per annum.

In addition to the duties and skills stated in the job description of a cleaner, the Cleaning supervisor will also be responsible for:

- reporting any defects to the school office each day for recording and ensuring the appropriate action is taken.
- Monitoring of the cleaning activities of the cleaners and ensuring the College high standards are maintained on a daily basis.
- Reviewing work schedules of the cleaning team and adjusting as required after consultation with the Facilities Manager and / or General Manager.
- Supervision of cleaning staff.
- Assisting with cleaning as needed especially covering sickness, holidays and having an area of responsibility.
- Ensuring deep and high level cleans are completed at least each major holiday of all areas of the College.
- Ensuring Health and Safety safe working practices are followed and all COSHH data sheets are kept and are available if required by staff.
- Ensuring all equipment is in a safe condition.

- Ensuring all equipment and cleaning materials are stored away from pupils and kept in an orderly manner.
- Reviewing and ordering of cleaning materials as required from nominated suppliers following discussion with the Facilities and / or General Manager.
- Ensuring the Cleaning Staff receive suitable training for the tasks being undertaken and for the equipment and the cleaning products being used.
- Ensuring the College is fully locked and alarmed as appropriate on a daily basis.

In addition, we would like the Cleaning Supervisor

- To be available as needed before and after function at weekend or evenings as required by the Facilities and / or General Manager (e.g. Speech Day, Open Morning which generally fall on Saturdays).
- To be available to assist with locking up after evening functions as needed.
- To assist with clearing away of furniture and equipment after a College event.

We would expect the Cleaning Supervisor:

- To have professionalism.
- To be punctual with good time management skills.
- To have very high standards.
- To have the ability to encourage the team to get the work completed and uphold high standards
- To have the ability to understand instructions.
- To have the ability to get the job done with a can-do attitude.
- To be polite and friendly to all staff, pupils and parents.
- To be fully aware of health and safety procedures.
- To be physically fit.
- To have honesty and integrity.
- To have a suitable first aid qualification - the College will provide suitable training if this is not already obtained.

This job description covers the main, current duties and responsibilities of the job. It is subject to review and amendment as required by the College.