

Trust Cleaning Lead Job Description

Job Title:	Trust Cleaning Lead
Grade of Post:	Grade 5 (£13.05 per hour)
Hours of Work:	20 hours (Term Time + 25 days during holidays) <i>5:30am - 7:30am, Monday - Friday</i> <i>plus</i> <i>3:30pm - 5:30pm, Monday and Friday</i>
Responsible to:	Trust Facilities & Risk Lead

Purpose of the Job:

This role requires extensive cleaning experience and a passion for sharing best practice. You will predominantly be based at one school, Green Top Primary in Thorne, but regular travel (at least twice weekly) to other trust schools is essential to provide support to the School Cleaning Leads.

Working closely with the Trust Facilities & Risk Lead, you will be involved in identifying and ensuring the procurement of the most cost-effective and highest-performing cleaning consumables and equipment across the Trust, ensuring value for money.

You will demonstrate strong leadership qualities, including the ability to motivate, train, and manage a diverse team, ensuring the consistent delivery of high cleaning standards across all Trust sites.

You must have your own vehicle and a full clean driving licence.

Key objectives for Trust Lead:

Trust Lead responsibilities include:

- Lead on cleaning across the Trust
- Being the first point of contact for Cleaning Leads
- Review cleaning orders from Cleaning Leads and sense check these
- Complete routinely inspections of schools and work with School Cleaning Leads to maintain standards in their schools
- Assist School Cleaning Leads to cover absences, which may mean they personally cover some hours if needed
- Provide training as required to new starters are School Cleaning Leads with support from the Trust Facilities & Risk Lead
- Review hours and areas in each school to ensure all cleaning gets done
- Arrange for Trust carpet cleaner to be transported to different schools and delivery training on these
- Work with Trust Facilities & Risk Lead and School Cleaning Lead to fill vacancies
- Assist with finding best value for cleaning consumables and equipment
- Assist Cleaning Leads with support plans and absences

School Cleaning Lead and Cleaner responsibilities include:

- Lead on cleaning in their own school, Green Top Primary School, Thorne.
- Keep track of stock levels and submit cleaning orders to the Facilities Administrator
- Ensuring cleaning standards are met, giving feedback from their checks and the KPI's to the rest of their team
- Assist cleaners in completing their induction and ongoing training
- Inform TCL of all absences including their own and complete any back to work meetings
- Dusting, sweeping, vacuuming, mopping, toilet cleaning, desk cleaning, etc
- Replenishing toilet rolls and soaps when necessary
- Cleaning internal windows and doors
- Emptying waste bins and taking waste to the bin store
- Operating floor cleaning machinery after training
- Mix and dispose of all cleaning solutions appropriately
- Notifying management of any repairs and maintenance issues
- Following all health and safety regulations
- Tackle heavy cleaning jobs upon request

Additional objectives:

- Work well in a small team
- Open and close the school when required
- Contribute to the overall ethos, work and aims of the school
- Attend relevant meeting and participate in training and other professional development activities
- Completed required risk assessments and other health and safety tasks
- Any other items requested by the Trust Facilities & Risk Manager or Head of School

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the  **XP Trust Staff Code of Conduct which includes the expectation to **read, understand and gain clarity around the professional documentation** within the  **XP Trust Staff User Guide** and  **Staff Handbook Policies****