



JOB DESCRIPTION - NON-TEACHING STAFF

JOB TITLE:	CLEANING SUPERVISOR
LINE MANAGED BY:	SITE MANAGER
DATE:	January 2022
PAY RANGE:	AHS Pay Range 2
1. JOB PURPOSE	
<p>To promote the aims of the school, as expressed in the School Statement.</p> <p>To supervise day and evening cleaning staff and handle the day-to-day running of the school's cleaning as set out below.</p> <p>To carry out cleaning duties when required to meet operational needs.</p>	
2. DIMENSIONS	
<p>Part-Time (27.5 hours/week), term-time plus INSET days and for two weeks during the summer holidays as directed by the Site Manager.</p> <p>Normal Working Hours: 1pm-7pm Monday to Friday.</p>	
3. PERFORMANCE STANDARDS	
<p>The work of the Cleaning Supervisor will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.</p>	
4. ORGANISATION CHART	
<div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">SITE MANAGER</div><div style="text-align: center;"> </div><div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">CLEANING SUPERVISOR</div><div style="text-align: center;"> </div><div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">CLEANERS</div></div>	
5. PRINCIPLE ACCOUNTABILITIES	
<p>A. Principal Supervisory Responsibilities:</p> <ol style="list-style-type: none">1. To allocate staff to areas and to supervise day and evening cleaning staff ensuring their allocated areas are cleaned following the specification.2. To check that the cleaners' work is of a good standard, that the correct Health and Safety procedures are followed, that cleaning equipment is used correctly and looked after, and that cleaning resources are not wasted, taking appropriate action to retrain staff where necessary or report more serious issues to the Site Manager.3. To work with the Site Manager in developing and keeping cleaning specifications up to date, along with the allocation of cleaning areas.4. To daily monitor areas at risk of not being cleaned (due eg to staff absence) and to redirect staff to cover these areas at a suitable level of effort for the type of area.5. To keep records of areas not fully cleaned and reallocate staff so that all areas are cleaned on at least every other day to the correct specification.	



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6. To ensure there is an adequate central stock of cleaning materials by:
 - a. Carrying out weekly stock checks
 - b. Researching best value stock items
 - c. Maintaining a list of standard stock items to facilitate re-ordering by any member of the team
 - d. Raising purchase requisitions on our accounts system
 - e. Obtaining COSHH safety data sheets
7. To assist the Site Manager in ensuring that all electrical appliances are regularly tested for safety in accordance with the Portable Appliance Testing regulations and records kept up to date.
8. To monitor cleaning equipment and report to the Site Manager when equipment is in need of repair or replacement.
9. To maintain an awareness of developments in equipment, products and techniques, making recommendations to the Site Manager for improvements.
10. To have a good understanding of cleaning procedures along with knowledge of the relevant Health and Safety regulations, cleaning products and equipment.
11. To organise and give initial training for all new cleaning staff covering the techniques and safety systems in use at AHS.
12. To ensure that cleaners sign in and out at the correct times on the Time Sheet supplied, and in turn provide the Site Manager with accurate returns for attendance and overtime on a weekly basis.
13. To report any cleaner's requests for absences or term-time holidays promptly to the school's Site Manager.
14. To assist the Site Manager in the recruitment of cleaning staff.
15. To inspect the cleaners' cupboards around the site on a weekly basis to ensure they are maintained in a tidy fashion and stocks are being replenished.

Principle Cleaning Responsibilities:

To cover cleaning of areas in preparation of after school events.

On occasion, the Cleaning Supervisor will need to assist with daily cleaning duties to cover for absent cleaners. Such work is to be carried out in accordance with the Cleaners Job Description.

Additional Duties:

Work with other members of the Facilities Team to contribute to the school improvement process.

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

Safeguarding

All staff must ensure that they fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People - training will be provided.



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Person Specification

Essential Criteria

- Good communication skills, especially in the spoken word, in order to train, instruct and direct the cleaning team.
- Ability to work carefully to existing procedures but able to think creatively when required.
- Ability to juggle resources to meet often-changing circumstances and conflicting priorities, taking suitable decisions to deal with the situation which may have an impact on the team and their work.
- Ability to take responsibility for equipment and stocks, and an understanding of the requirements of best value when making purchasing decisions.
- Willingness to undertake sustained periods of substantial effort, accepting it can be of an unpleasant nature, and to get involved at a functional level alongside the team when the need arises.
- GCSE to grade C (or equivalent) in English and Maths.
- Willingness to take on new skills and training.
- Excellent team working ability.
- Experience of supervising staff, preferably in the cleaning environment.
- Good IT knowledge with standard software (word processing and email). Ability to work with spreadsheets for stock management.

Desirable Criteria

- Experience of running a site or cleaning teams in an education environment.
- Experience of managing a large team (15-20 persons)

If you are shortlisted for a post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

CVs alone cannot be accepted for safeguarding reasons so please complete the AHS application form if you wish to apply for this role

AHS is an equal opportunities employer