

NEW MILLS SCHOOL

JOB DESCRIPTION

Post details:

Title: Cleaning Supervisor
Post Ref: 0807
Grade: Grade 4 PP1
Hours: Term time plus 2 weeks
Responsible to: Facilities Manager

Duties of post:

- To supervise the current team of cleaners ensuring a high level of cleanliness and hygiene throughout the School and maintain the effective running of the team.
- To maintain a high standard of cleanliness in an area directed by the Facilities manager and/or Site Manager
- To comply with health and safety legislation
- To use equipment supplied by the School responsibly and report any defects to the Site Manager
- To be willing to work as a team as and when required
- To be prepared to undertake training as and when required
- To be flexible in emergency situations and in the absence of colleagues

Duties and responsibilities – General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternate systems.
- To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the County Council's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the County Council's environmental policies.
- To carry out any other reasonable duties and responsibilities with the overall function, commensurate with the grading and level of responsibilities of the post
- This school is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To undertake any other duties appropriate to the grade of the post as requested by the Headteacher or SLT.

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PERSON SPECIFICATION

Job Title: Cleaning Supervisor

	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> Experience of leading a team 	<ul style="list-style-type: none"> Previous experience of working with cleaning equipment – buffers & polishers – training will be given Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work Commitment to self-development, and developing your wider Team 	Application/Interview
Skills and Knowledge	<ul style="list-style-type: none"> To be able to undertake cleaning tasks to a high standard To understand the need for confidentiality To understand the school commitment to promoting the welfare of children and young people and the expectation of all staff and volunteers to share this commitment To understand the importance of cleanliness and hygiene within a school environment. To understand the need to be flexible to meet the school’s needs. To understand the importance of Safe Working practices and Health and Safety requirements 		Application/Interview
Personal Effectiveness	<ul style="list-style-type: none"> To follow instructions and work unsupervised To work within set time constraints 		Interview