

Eggbuckland Community College

Job Description

Job title:	Cleaning Supervisor
Grading:	Grade C
Hours:	15 hours per week, 41 weeks per year (38 term time weeks, 1 week non-pupil days, 2 weeks in August)
Working hours:	Monday to Friday 3pm – 6pm
Responsible to:	Facilities Manager

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the College. This job description will be reviewed at least every two years. In all its activities the College follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

Duties and Responsibilities to include:

1. Supervision of cleaning staff, planning and allocation of their work to ensure all cleaning of the premises is to the standard required. This may include occasional morning hours to have contact with those on early shifts.
2. Cover of absent cleaning staff including cleaning their area of the premises to ensure that they are kept in a clean and hygienic condition. This may include some morning hours.
3. Reporting immediately any premises defects, vandalism or graffiti to the Facilities Manager or Duty Caretaker. Follow up with report to the Head of Year and the pastoral team for any student actions.
6. Reporting immediately any health and safety problems to the Facilities Manager or Duty Caretaker or to any senior member of the College staff; observe all health and safety requirements during cleaning operations with regard to process and materials in particular COSHH; wear the uniform provided, including identity badge.
7. Reporting any defects in cleaning equipment (e.g. damaged cables, cracked plugs) immediately to the Facilities Manager or Duty Caretaker.
8. Undertake training where necessary and instructed. Delivery of training to cleaners on the use of chemicals, equipment and other H&S aspects as required.
9. Leading the cleaning team by example and raising standards, meeting with them regularly as a department and for their annual appraisals.
10. Completing forms for purchasing, monitor stock levels and arrange for distribution to stores around the site, cleaning staff information and other documentation as requested for the purposes of management in the department.

11. Responsibility of key-holding duties when requested by management and supporting occasional caretaking duties.
12. Undertake First Aid duties as a qualified First Aider (training provided).
13. Attend regular meetings with cleaning staff and Business Director and / or Facilities Manager.
14. Plan and have flexibility for College events that affect the cleaning schedule e.g open evenings and INSET days.
15. Meet and greet cleaning staff at start of each day's shift; complete shift with them at the end of the day.
16. Checking on quality of cleaning and extent of cleaning in each area allocated.
17. Schedule of areas for cleaners on a rotational basis.
18. Awareness of and adherence to the security needs of the premises.
19. Being courteous towards the staff, students and visitors of/to the College and support the ethos of the College in carrying out his/her duties to the best of his/her abilities.
20. Being responsible for promoting and safeguarding the welfare of young people s/he is responsible for or comes into contact with.
21. Undertake such other duties as may be necessary of a similar level or nature.