

## Job Description

### Details of Post

- Title: Cleaning Supervisor
- Federation: Haughmond Federation
- Reporting to: Head of School
- Main Workplace:
- Grade and SCP: Grade 3 (SCP 3)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

### Purpose of Post

Under the guidance of senior staff, the Cleaning Supervisor will have responsibility for the day to day management of the cleaning team, ensuring a clean and hygienic school environment which meets the specified cleaning standards.

### Principal Duties and Responsibilities

#### 1. Main Responsibilities

- Carry out general cleaning duties.
- Use electrical cleaning equipment as appropriate.
- Maintain correct levels of materials and equipment.
- Ensure the safe use of all machinery, equipment and chemicals.
- Keep external areas of the premises clean and tidy.
- Carry out various janitorial and portering duties.
- The post-holder may be required to be a key-holder.
- Report any incidents/problems to senior staff.
- Organise and supervise staff, ensuring cleaning is in accordance with the agreed specification.
- Prepare and maintain the necessary staff records.
- Organise the allocation of duties to ensure that all designated areas are cleaned.
- Co-ordinate periodic cleaning as required.
- Inspect and monitor standards of cleaning.
- Ensure that all health and safety policies are adhered to by staff.

#### 2. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

#### 3. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### **4. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

#### **5. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **6. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.