

Cleaning Supervisor

The Cornovii Trust (Hub2)

Grade 6

Main Areas of Responsibility

Line manage the Cleaning Operatives Team, including the annual performance management review process and absence management.

Organise and supervise the work of the cleaning team, including arranging work schedules, monitoring cleaning duties, ordering supplies of cleaning materials, identifying staff training needs, in order to achieve quality of work and the most effective deployment and competence of staff.

Recruit, motivate, supervise and training cleaning staff, to ensure that appropriate staff are employed and are efficient and effective.

Be part of the cleaning team, as required, in maintaining all areas of the School and Sixth Form site to a required standard, working under the management of the Facilities Manager.

Working alongside a cleaning team you will provide a consistently high standard of hygiene and presentation throughout the school, supervising the cleaning of all School areas including the Sixth Form.

Reporting to: Deputy Trust Estates Lead

Operational/Strategic Planning

- Provide a cleaning service as directed by the Facilities Manager including before and after events, including evening events.
- Supervision of the cleaning team alongside working with them when required.
- Ensure Cleaning staff provide a high standard of hygiene and presentation throughout Hub2 adhering to cleaning schedules and checklists.
- Supervise multiple cleaning teams across Hub2.
- Ensure that cleaning tasks are carried out safely, with due regard to students, staff, visitors and members of the public, ensuring that all equipment used is cleaned and returned to a secure store on completion of cleaning tasks.
- Replenishment of washroom stocks.
- Minor maintenance tasks.
- Manage and monitor standards of performance and quality of cleaning.
- Promote good customer relations with all user groups.
- Ensure, with the Deputy Estates Lead, that all aspects of the Health & Safety at Work Act 1974 are complied with and implemented; to include:
- Maintenance of first aid boxes and health & safety notices.

- Maintenance of fire notices.
- Assisting with COSHH assessments of all cleaning materials, including arranging for all cleaning staff to receive regular training updates.
- Ensure that all equipment is maintained to a high standard.
- Ensure that a stock control system for materials is maintained and that all purchases are recorded.
- Ensure that all accounting procedures and financial instructions are followed, which includes placing orders and checking invoices.
- Assist with the training and development of the cleaning team with any internal and external training.
- Promote quality control.
- Support appropriate auditing.
- Contributing to the School's response to health and safety, risk management, equality and diversity, communication and standards of provision.

Other Services

- To comply with Health & Safety regulations and guidelines, and undergo training as required
- To report issues and Health & Safety issues to line manager/Deputy Estates Lead
- To check closed windows doors and turn off lights

General Requirements

- To adhere to the school's corporate standards, policies, systems and procedures in relation to
- Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with Line Manager
- To promote the school favourably in the community

Additional Responsibilities

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE
- Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Important
The Rehabilitation of Offender Act**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

Signature Date
Print Name

Person Specification

Attributes	Essential	Desirable
Qualifications, Knowledge & Training	General Education Knowledge of Health and Safety legislation Knowledge of a supervisory role Knowledge of COSHH requirements Line management knowledge	Previous experience working in a similar role in a school. Willingness to work towards Health & Safety and Cleaning qualifications Level 1 or 2 qualification in Cleaning or Health & Safety
Experience	Experience of professional cleaning	
Skills & Abilities	Commitment to providing a high level of service Good IT Skills, including knowledge of word and excel Good communication skills and ability to follow instructions Good time management Line Management Skills Reliable and punctual Well organised and self-motivated Ability to work as team player Physically able to undertake necessary tasks Strong interpersonal skills Excellent customer service Understanding of equality and diversity Leadership qualities to motivate a team of staff Ability to maintain positive staff relations Ability to work in a team environment and also to be able to work on an individual basis Ability to work flexible hours when necessary	
Personal Qualities	Willingness to work hard Enthusiasm to promote a positive school image to the local and national community.	

	<p>Understanding of safeguarding for our students and a commitment to safe practice</p> <p>Commitment to equality and diversity and its active promotion</p> <p>Positive 'can do' attitude</p> <p>Good drive and determination</p> <p>Approachable manner</p> <p>Reliable</p>	
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