

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
K518	Cleaning Supervisor	Grade 3	347 NJC	April 2008

Statement of Purpose

To work under the direction of senior staff to supervise and direct the cleaning staff in the school. To ensure cleaning is in accordance with agreed standards and specification.

Supervision of Staff

- To supervise and direct assigned staff and ensure cleaning is in accordance with agreed standards and specification.
- To communicate effectively necessary instructions, policies and procedures to the cleaning staff.
- Accurate and timely completion of human resource/ personnel paperwork including the:
 - responsibility for the completion of the daily attendance book by all staff;
 - absence monitoring procedures including reporting of absences and completion of return to work documentation;
 - planning and recording additional hours worked;
 - completion of annual Job Chats;
 - recording of stand down/annual leave records for the team.
- Establish constructive relationship within the school and where necessary attend and participate in regular meetings. Ensure the effective and regular feedback.
- Ensuring the cleaning team is competent by:
 - reviewing training and development needs for individuals;
 - assisting in the training and development of staff;
 - recognising own strengths and areas of expertise and using these to advise and support others;
 - undertaking necessary training as and when required.

Maintenance and Cleaning

- Create and maintain a productive and orderly working environment.
- Monitor and manage cleaning equipment and supplies ensuring:
 - sufficient stocks;
 - stock rotation and availability;
 - minimisation of chemical wastage.
- Report faulty equipment and other maintenance requirements.
- To perform such other duties at a comparable level of responsibility including those of other members of the team.
- Present a positive image of self, team and school.

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Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support 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.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Cleaning Supervisor
Level 2**

Essential Criteria	Measured By
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 1 or BICs in Cleaning or similar. • Good standard in literacy and numeracy. • Pathway card. • First Aid at Work/ Appointed Persons Certificate Good. 	<p>AF/I</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Supervisory/leadership experience. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Knowledge of health and safety procedures and precautions. • Awareness of COSHH regulations. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment. • Ability to communicate effectively using various methods. • Ability to undertake performance management. • Ability to develop others through training. • Ability to prioritise workload for self and others. • Able to demonstrate a commitment to team work. • Able to work flexibly to suit client needs. • Ability to use initiative and take responsibility. 	<p>AF/I</p>

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<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***