JOB DESCRIPTION

**SCHOOL:**

**POST TITLE**: Cleaning Supervisor/Site Supervisor

**GRADE:** D (SCP 4)

**REPORTS TO:**

**MAIN PURPOSE:** To work under the direct instruction of the Head Teacher/ Business Manager/ Site Supervisor, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils. To monitor and direct the cleaning staff.

### TASKS:

**RESPONSIBILITIES:**

* + To monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials (if necessary)
  + Wiping down surfaces to the required standards
  + Vacuuming carpeted areas to the required standards
  + Dusting surfaces to the required standards
  + Sweeping hard surfaces to the required standards
  + Emptying bins to the required standards
  + Cleaning toilets, basins and sinks to the required standards
  + Mop and bucket floor areas, and buff floors
  + Use of step ladders to clean up to a height of 11 feet

**MATERIALS/SUPPLIES:**

* Notify supervisor where stocks are low
* Ensure correct materials are used, awareness of COSHH as it applies to schools

**HEALTH & SAFETY:**

* Follow agreed risk assessment when moving furniture etc to clean.
* Ensuring cleaning materials are safely stored, and are not accessible to children.
* Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
* Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

**OTHER:**

* Participate in training and other learning activities as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory