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| **Job Title** | Cleaning Supervisor |
| **Reports to** | Head of Housekeeping & Central Cleaning |

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| **Job Purpose**  The Cleaning Supervisor will be responsible for supervising the Central Cleaning staff & to clean designated areas within educational premises to ensure that they are kept in a clean and hygienic environment. Areas include, for example, Schoolrooms, Offices, Boarding Houses and Pavilions.  From time to time you may be required to help set up examination rooms (i.e. moving tables and chairs around the school) working as part of a team. There will be duties in our Central Cleaning stores sorting cleaning materials and getting them ready to be distributed around the School. |
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| **Key Tasks and Responsibilities** |
| * Supervise the work of cleaning staff in order to maintain and deliver a quality service according to set work schedules and procedures * Control stock levels and issue all cleaning equipment and materials within budget limits * Oversee the reporting of maintenance defects for furnishing, furniture, fittings, and the building fabric using the PINKS system * Assist in implementing housekeeping policies to agreed standards * Monitor and report on all staff absences and sickness to the Workforce planner * Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing, dusting of all fixtures and fittings of the designated areas within the educational establishment, including toilets, bathrooms and shower areas if applicable * Using where appropriate the correct powered equipment for vacuuming, shampooing, scrubbing & polishing of floor areas (training in use of equipment can be provided) * The movement of items of furniture to enable efficient and effective cleaning * All duties must be carried out to adhere to the Security, Health & Safety and Fire precautions policies including COSHH compliance. * Ensure that all storerooms and equipment are kept clean, hygienic and maintained and that all chemicals and equipment are always locked away when not in use * Ensure all cleaning staff follows the correct procedures for signing in/out of all keys * Perform other duties as may be reasonably requested by the Head of Housekeeping & Central Cleaning * Duties may vary between term time and vacation time * Liaise with the Head of Housekeeping and Workforce planner on a regular basis * Must be prepared to undertake training in cleaning and supervisory skills as directed by the Head of Housekeeping |

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent will need to have:   * Good levels of Literacy & Numeracy * Full Clean UK Driving Licence * Strong interpersonal skills and ability to communicate effectively with staff at all levels * Good time management and organisational skills * Ability to follow cleaning schedules * Capability to develop increasing individual effectiveness through leadership, motivation, communication, coaching and training * Ability to work effectively on your own or as part of a team and work at timed schedules * Ability to achieve standards to performance criteria * Self-motivated and proactive. * Sense of own initiative * Flexible approach to role * Amenable and courteous * Positive approach to learning in role and identifying own training needs as appropriate |

***Desirable***

* Previous experience of cleaning in a work environment
* Previous experience in of supervision/management
* Appropriate skill & knowledge in application of chemicals for cleaning
* Understanding of COSHH regulations
* Knowledge of MS packages
* Knowledge of cleaning works of Art would be an advantage.