



THE ROBERT NAPIER SCHOOL

JOB DESCRIPTION

Cleaning Supervisor

Please email completed Support Staff application form to vacancies@robertnapier.org.uk. For further information email Paul Filtness (Premises Manager) pfiltness@robertnapier.org.uk

Designation: Cleaning Supervisor

Department: Premises

Salary Grade/Range: Point 4 £19,264

Responsible to: Premises Manager

Purpose:

On behalf of and at direction of the Premises Manager to supervise the undertaking of cleaning duties in accordance with an agreed schedule and to a required standard to ensure that students and staff have a comfortable, clean, safe and well maintained environment in which to work or use the school facilities. You will need to be flexible, able to adapt your workload with changing priorities, and have 'a hands on' or 'let's get it done' approach. You will also be supportive of the ethos of the school.

Key duties and responsibilities:

- To supervise school cleaners ensuring their work is completed to an agreed schedule and to a required standard.
- Managing understaffing and ensure that cover is arranged. Monitor attendance and reporting as appropriate of any absences.
- Manage stock levels of equipment and materials and request orders as needed.
- Ensure that cleaning materials and equipment are safely stored.
- Undertake cleaning duties as required.
- To move furniture and other equipment as necessary to allow for effective performance of cleaning duties.
- To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.
- Signing for deliveries and checking contents matching goods with delivery note

- Respond positively with requests from staff, either sorting the issue or providing a timeframe for when it will be resolved.
- To undertake and maintain appropriate professional qualifications/ training, including safeguarding
- To ensure cleaning staff have appropriate level of induction and training
- To carry out any other tasks of similar nature at the discretion of the Headteacher/Premises Manager
- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors and sinks, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times.
- Ensure HSE guidelines are adhered to (COSHH).
- Report any defects to the Premise Manager to enable repairs to be completed.
- Report serious hazards to the Premises Manager immediately and take appropriate action where hazards are identified i.e. sectioning an area off or displaying a wet floor sign.
- Maintain clean toilets to ensure hygiene standards are met; replenish hand towels and toilet rolls to ensure the establishment's needs are met.
- Collect and dispose of waste.
- Undertake specialised cleaning programmes during school closures or other designated periods.

Generic Responsibilities:

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders

Working Environment:

The post will be based within The Robert Napier School.

Hours of work: Full time – 30 hours per week. Split shift. 5.30am-8.30am and 3pm-6pm, **Term Time only. Additional hours for deep cleaning in the summer holidays will be paid by claim.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of the Premises Manager that are in keeping with this post or as may be determined from time to time by the Headteacher.

The above job description may be reviewed during the academic year. It may also be amended at any time but you will be given appropriate opportunities to discuss any proposed amendments prior to changes be made.

Signatures:

Signed
Cleaning Supervisor

Signed
Headteacher

Dated

Dated