

**LINDEN LODGE SCHOOL
JOB DESCRIPTION**

Job Title: Cleaner Supervisor
Accountable to: School Facilities Manager
Grade: Scale 3 points 5 - 6
Term Time Only

ROLE

To ensure a clean internal environment of the school premises to support the professional delivery of the curriculum.

The Supervisor will also be responsible for ensuring standards of cleaning are maintained across the site and ensure that at problems are reported and solved in a timely manner.

The Cleaning supervisor will also be responsible for line managing and training the cleaning team.

Responsibilities

- Overall responsibility for the practical organisation of the day to day cleaning operation
- Monitor stocks of cleaning equipment and materials in order that orders can be placed on a timely basis.
- Organise appropriate training for all cleaning staff.
- Maintain a flexible daily cleaning schedule of all internal areas of the school.
- Ensure that identified key areas of the school receive priority in the schedule
- Consult with the School Facilities Manager and Premises Department in order to identify times when curriculum areas are unused.
- Liaise with the School Facilities Manager to ensure that stores are kept available and delivered on time
- Check on a daily basis that all areas of the school are cleaned to a satisfactory standard and daily cleaning logs are completed for each work section.
- Maintain and submit cleaning staff attendance logs and timesheets to HR or Finance manager as appropriate.
- Produce official orders for equipment, uniform and materials for appropriate approval.
- Investigate and maintain a working knowledge of developments in cleaning equipment and materials and to identify means by which the cleaning operation might be developed.

- Develop and carry out induction procedures with all new staff.
- Ensure any faults or shortfalls in standards are remedied as appropriate.

Line Management

- Provide information to the HR Manager for the Training Log
- Carry out Annual and six-monthly appraisals
- Identify formal and informal training needs for all cleaning staff.
- Be responsible for the day to day management of the cleaning staff

General

- Work to LL's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Practice within the professional codes of conduct
- Undertake other duties commensurate with the post and grade as required.

<ul style="list-style-type: none"> • <i>Safeguarding</i> 	<ul style="list-style-type: none"> • Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation • Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role • Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
<ul style="list-style-type: none"> • <i>Leadership</i> 	<ul style="list-style-type: none"> • To work under overall supervision of School Facilities Manager
<ul style="list-style-type: none"> • <i>CPD</i> 	<ul style="list-style-type: none"> • Commitment to own continued professional development and to undertake mandatory training, as required • Participate in training and other learning activities and performance development as required
<ul style="list-style-type: none"> • <i>Behaviour / Risk Management</i> 	<ul style="list-style-type: none"> • Work with other colleagues to ensure safety of both workers and users at all times
<ul style="list-style-type: none"> • <i>Supporting other colleagues</i> 	<ul style="list-style-type: none"> • Work with and support other colleagues to ensure the smooth and effective running of the Premises Department
<ul style="list-style-type: none"> • Linden Lodge 	<ul style="list-style-type: none"> • Promote the Premises Department and a culture of quality service and support across the WSSS-LL • A commitment both to the job and to the ethos of the WSSS-LL.

GENERAL DETAILS**REVIEW**

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.