

Stratford-upon-Avon School

Job Title:	Cleaning Supervisor
Grade:	Band E (scale points 4-6 details at appendix 2)
Hours:	Monday – Friday, 30 hours weekly - 42 weeks per annum
Reporting to:	Facilities Manager
Department:	Facilities

JOB PURPOSE: To be responsible for day-to-day supervision of in-house cleaning staff and management of external cleaning contractors where appropriate, ensuring that a high quality and consistent standard of cleaning is delivered and maintained to all areas of the school.

To ensure that necessary standards as laid down by the Facilities Manager in particular those concerning Health and Safety, hygiene, quality and economy are complied with.

Strategic

In conjunction with the Facilities Manager, plan for long-term staffing needs for delivery of the cleaning function.

To recommend developments in cleaning methods, training, and the purchasing of supplies and equipment.

Cleaning Management

- Management of school cleaning requirements including window cleaning, School kitchen cleaning, and other specialised cleaning associated with the school.
- Management of both in-house cleaning staff and external cleaning contractors, and take responsibility for day-to-day running of the cleaning service in addition to his/her normal cleaning duties.
- To assist Cleaning Team colleagues where necessary, providing support or cover of duties in the case of absence and for out of school hours events etc.
- To organise the work of the cleaning team including daily liaison with both Facilities Manager and Caretaking/Site staff where appropriate.
- In conjunction with the Facilities Manager, achieve fair distribution of duties, which may include redeploying cleaning assistance where necessary.
- Monitor and complete accurate registration of attendances and the rescheduling of cleaning staff to cover absences.
- To conduct and document regular site inspections to ensure cleaning operation is being carried out effectively to defined standards by using 'Quality Control systems' (check sheets, spot checking).
- To adhere to procedures to ensure that all cleaning issues are completed in a timely and correct manner both efficiently, hygienically and economically.
- To order and maintain appropriate levels of cleaning materials and supplies effectively, including the management of the cleaning budget for equipment, consumables and services.

- To ensure that all cleaning staff have sufficient cleaning materials and are using them effectively and safely, ensuring cleaning operatives have sufficient supplies at all times.
- To ensure that all equipment failure or malfunction is reported to the Site Supervisor for repair.

Personnel

- Supervision of staff, including quality assurance, work specifications.
- To recruit, train, supervise and motivate cleaning staff accordingly.
- To carry out annual performance reviews of cleaning staff.
- To hold team meetings/briefings as necessary and to facilitate communication between all members of staff throughout the school as applicable.
- To have procedures in place to ensure that all personnel are trained and deployed efficiently and economically.
- Ensure that an effective two-way communication system is in place for evening cleaning staff in order that information can be relayed and action taken upon where necessary.
- To take responsibility for cover arrangements and planning to cater for staff absence.
- To organise for cleaning staff work programmes during school holiday periods where appropriate in line with their terms of employment, and preparing school holiday cleaning schedules in conjunction with the Facilities Manager.
- To ensure that the accurate completion and checking of time sheets and all associated forms for both in-house cleaning staff and external cleaning contractor staff is administered.
- To ensure that all necessary paperwork and site manuals including COSHH books, are kept up to date.
- Attendance on training courses either on or off school site.

Security

- Ensure site security is maintained when using external cleaning contractors, liaising with Site Supervisor as appropriate.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Maintain confidentiality according to organisation and legal requirements

- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

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Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved.
- Contribute to the effective operation of support services.
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.

Working with Pupils

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Cleaning Supervisor

Terms and Conditions of Employment specific to the post

Working Hours

The post is advertised at 30 hours per week, 42 weeks per year. For operational reasons this is designated a 5-day position per week.

Typically, hours of work during term time will be Monday – Friday 2.00pm - 8.00pm

During school holidays, the actual working shift pattern can be flexible as agreed with the line manager.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 22 days for new entrants to schools, academies or local government. 25 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band E (Points 4-6) is within the range £20,036 to £20,845, starting point depending on experience and qualifications. Actual salary based on hours and weeks worked is calculated at £15,089 to £15,698 subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to Disclosure Barring Scheme.
This post is subject to an Enhanced Disclosure.*