

Job Description

South Pennine Academies – Cleaner/Cleaning Supervisor

PURPOSE OF POST

To provide a high standard of hygiene and cleanliness at Waterhead Academy

To develop routines to ensure all areas are maintained to a high standard of cleanliness and are secure, safe and attractive for students, staff and visitors

Responsible for the cleaning team on a daily basis, ensuring cleaning schedules are adhered to

SUPERVISOR DUTIES/RESPONSIBILITIES

1. To adjust cleaning schedules to deal with any absences, ensuring the standard of cleaning is maintained across site
2. To ensure stock levels are maintained in each Cleaning/COSHH cupboard and to order cleaning products as required
3. To ensure the COSHH register is kept updated and that clear procedures are in place for the use of each chemical
4. To conduct area audits to ensure each member of the cleaning team is working to a high standard and provide feedback
5. To ensure all cleaning equipment is maintained correctly and new equipment is ordered as required
6. To conduct supervisions/appraisals with the cleaning team as required
7. To collate, monitor and submit timesheets where applicable
8. To ensure cleaning staff complete the required online learning and face to face training modules

CLEANING DUTIES/RESPONSIBILITIES

1. To clean lavatory basins with the appropriate cleaner
2. To clean inside and outside surrounds of lavatory and kitchen sinks
3. To clean toilets, urinals, hand basins, sinks, showers and drinking fountains
4. To clean all desks, chairs and other furniture
5. To clean taps
6. To refill toilet roll dispensers in all cubicles
7. To refill paper towels in each dispenser (toilets)
8. To refill hand soap in each dispenser (toilets)
9. To clean all wall tiles and flooring (toilets)
10. To polish mirrors
11. To wipe paintwork and skirting boards, where necessary
12. To empty waste bins or similar receptacles daily and damp wipe monthly
13. To transport waste material to designated collection points daily
14. To sweep floors with brushes or dust control mops, and mop hard floors with the appropriate cleaner
15. To vacuum all floors
16. Spot clean where necessary
17. To deep clean in holiday periods (Full year employees only)
18. Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors after receiving proper instruction and training
19. To dust, damp wipe, wash or polish furniture, ledges, window sills, inside of windows, external surfaces of cupboards, radiators, shelves and fitments

20. Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
21. Doors – remove marks from glass, doors and walls
22. Glass Panels – remove marks with appropriate cleaner
23. To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
24. To clean telephones
25. To polish door handles (weekly)
26. To use chemical agents as directed by the Cleaner Supervisor in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training
27. To ensure cleaning materials are stored correctly and storage complies with statutory regulations, e.g. COSHH
28. To maintain a stock of cleaning materials and re-order in line with finance procedures.
29. To clean any fridges and ensure correct temperatures are maintained. Report any issues to the Academy Manager
30. To ensure any statutory notices are in use where required, e.g. wet floor signs
31. Portage of cleaning equipment, mops, vacuum cleaners, buckets of solution, etc.
32. To lock/unlock doors/windows/gates and activate alarms as required
33. To undertake training as required including first aid training.
34. To report to the Academy Manager any factors that are likely to affect his/her work which they consider the Academy Manager should be aware of

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

The postholder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.

- a) Take reasonable care of the H&S of self, other persons and resources whilst at work.
- b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

Person Specification

	Essential	Desirable	Evidence
Qualifications	Willingness to undertake training as required.		Application form. Interview
Experience		Experience of managing a team/groups of people. Proven people management skills. Experience of working in the cleaning industry. Experience of stock control and completing inventories. Experience in a customer focused role. Experience of undertaking a range of cleaning duties. Awareness of Health & Safety Regulations relating to cleaning materials and equipment.	Application form Interview References
Knowledge and understanding	To work individually with limited supervision.		Application form Interview References

