

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

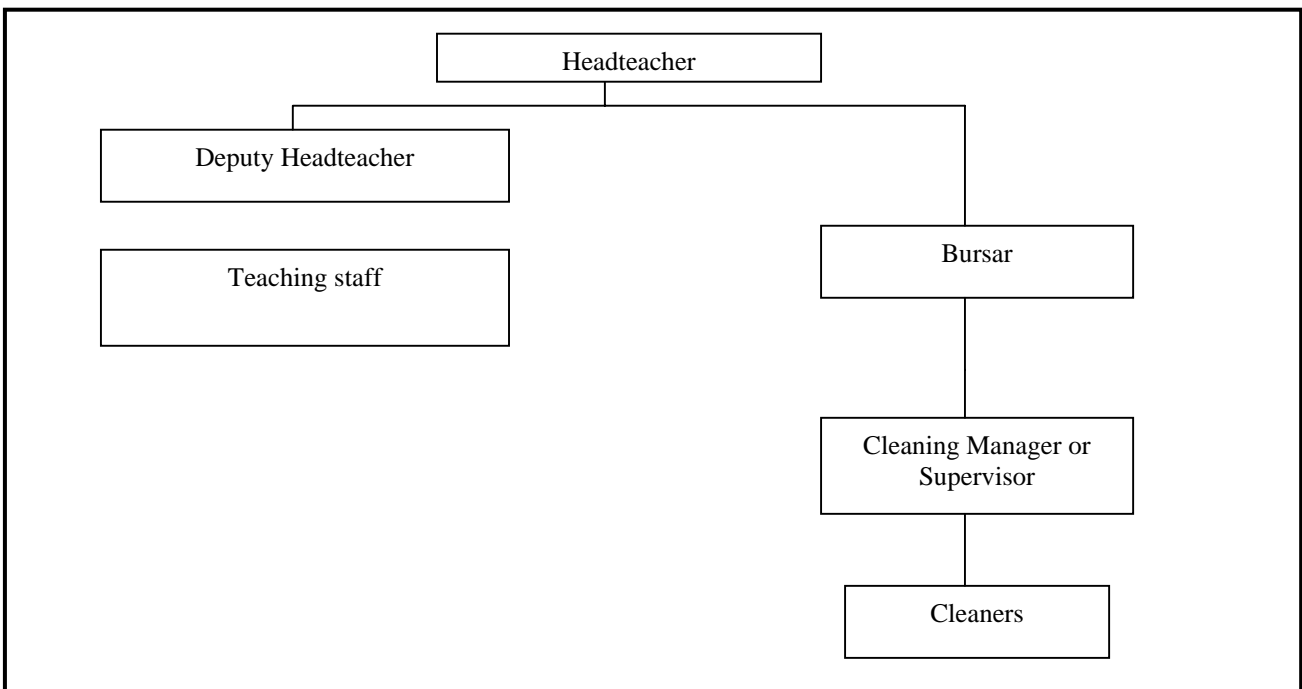
ROLE PROFILE FORM

Section A

Role profile ref:	02138
Department/Section:	Education (Schools)
Role Title:	Cleaning Manager/Supervisor Generic Role Profile
Reports To - (Supervisor/manager's role title) :	Bursar
Role Purpose: (why the role exists)	To lead a team of cleaners to ensure high standards of cleaning on the school site.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Cleaning	Develop and operate a cleaning specification/schedule of cleaning the site; undertake cleaning as per programme to required standards	
Stock mgmt/admin	Requisition cleaning supplies within budget; maintain stock and cleaning supplies; maintain records of	
Supervision of contractors	Liaise with contractors regarding specialist cleaning	
Health and safety	Ensure all practices are safe and adhere to H and S requirements	
Management of staff	Carry out recruitment, indication, training, supervision and appraisal of site/cleaning staff. Allocate work in accordance with schedules.	
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> Ensure all health and safety policies and procedures are adhered to and that any accident is reported and investigated promptly. 	

Section D -The key decision making areas in the role

- Assist with staff selection;
- Staff deployment and supervision;
- Management of own time;
- The correct treatment of complex cleaning issues requiring knowledge of products and procedures;
- Control of budget/costs for cleaning materials, equipment and staff (with Bursar);

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

- Supervision of x part-time staff;
- Control of annual cleaning budget of £x in liaison with Bursar;

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Section F - The main contacts – external/internal customer contacts and purpose

- Cleaners (daily) for direction and supervision;
- Bursar (daily) as line manager;
- Caretaking and other school staff (daily) - liaison and discussion of standards and problems;
- Education Department Caretaking and Cleaning Support Service (regularly) - guidance and monitoring;
- Pupils and other site users (regularly) - general interaction;
- Suppliers and contractors (regularly) - ordering, liaison.

Section G - Working conditions – environment, and physical effort or strain.

- Some desk based work, some manual work requiring lifting and handling heavy loads, operation of machinery and contact with chemical cleaning fluids;
- Regular dirty cleaning jobs and occasional contact with body fluids e.g. lavatories, vomit;

Section H - Context/additional information

- Recruiting , motivating and retaining cleaners can be extremely difficult which in turn makes achieving consistent satisfactory standards challenging;
- Demands and priorities change rapidly and can be conflicting;

PROGRESSION IN ROLE

Section J - Entry: Necessary role-related knowledge, skills and experience at selection

- 1 year's operational experience;
- strong interpersonal and people management skills;
- knowledge of health and safety cleaning related issues e.g. COSHH, CHIP and colour coding;
- good administrative skills;

Section K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective 2 months

- familiarity with school site and routines;
- initial training with CCSS and familiarity with Caretaking and Cleaning Manual;
- establishing relationships with cleaners, other school staff and suppliers;

Section L – Operationally effective: How would effectiveness in role be demonstrated?

- Cleaning standards consistently achieved;
- Costs remain within budget;
- Low staff absence and low turnover;
- Records accurately and efficiently maintained;
- Positive feedback from site users.

Section M - Adding value: What characteristics will the advanced role holder demonstrate?

- Cleaning standards continuously improved;
- Costs reduced and additional tasks undertaken;
- Role holder takes full responsibility for cleaning staff recruitment and budget management;
- Role holder operates independently with minimal supervision from Bursar;