



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL

Cleaning Supervisor Job Description

Role	Cleaning Supervisor with keyholder duties
Salary	The salary will be commensurate with skills, knowledge and experience of the successful candidate
Contract Basis	Permanent
Hours of Work	36 hours per week, 52 weeks per year – split shift AM and PM
Job Purpose	To lead a team of cleaning staff to ensure efficient and effective cleaning of all areas within school premises, so that a clean, secure and tidy environment is maintained for students, staff and visitors
Responsible to:	Operations Manager, Assistant Head Caretaker
Accountabilities	<ul style="list-style-type: none">• Manage, communicate with and motivate workforce teams to deliver works to programme therefore managing labour, cost and maximising value, and improving productivity.• Undertake workforce instructions and team briefs also maintaining accurate records to ensure correct allocation and valuation of completed works.• Deliver cleaning works to the highest standards of quality, health and safety, and customer service in accordance with the school's cleaning specification ensuring they are tidy and ready for teaching.• Manage workforce timesheets and annual leave requests and ensure all staff adhere to arrangements for reporting for work and signing out.• Participate in the supervision of all buildings on site where necessary.• Report defects, maintenance requirements (e.g. replacement light bulbs), damage or other concerns immediately to the Estate team/Duty Caretaker to ensure that they can be dealt with promptly.• Ensure that all windows and doors are locked, all fires and any electrical items turned off prior to locking and alarming each building.• Contact the Duty Caretaker if any issues with locking up or with the fire alarms.• Hand in items of lost property in accordance with school arrangements.• Assist with regular deep cleans as required, and with any special arrangements for end of term tidying.• Adhere to safe working practices and ensure that instructions given by line management, manufacturers, suppliers etc. are adhered to.• Control, distribution and stocktake of cleaning products.

	<p>Personal Responsibilities</p> <ul style="list-style-type: none"> • Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate. • Adhering to the School's Safeguarding Policy.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to school policies. • Undertake other reasonable duties related to the job purpose required from time to time.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above.

PERSON SPECIFICATION

Skills Required

Strong customer service and interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders	Essential
Ability to work effectively both independently and collaboratively as part of a team	Essential
Strong attention to detail and a commitment to maintaining high professional standards	Essential
Experience and ability to manage a team and work effectively with staff members	Essential
Ability to understand oral and written instructions	Essential

Knowledge Base

Knowledge of use of basic cleaning equipment and materials	Essential
Understanding of health and safety requirements	Essential
Understanding of child protection and safeguarding issues	Desirable

Experience

Experience of cleaning in an office/education setting	Essential
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Personal Qualities

Self-motivated with a positive 'can do' approach to work, efficient, highly organised and confident in working under own direction	Essential
Committed to high standards of customer service	Essential
Enthusiasm, drive and a love for the job	Essential
Calm and confident under pressure with the ability to employ tact and diplomacy in difficult or sensitive situations with a good sense of humour	Essential
Excellent communication skills	Essential
Uphold high standards of honesty, integrity and reliability, with a professional approach to personal appearance appropriate to the role	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential

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