

The Chiltern School

Cleaning Supervisor

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	Level 3D point 9-14/ £12,904.12 - £13,986.75
Working Hours	18.5 hours per week 2.30pm – 6pm Monday to Thursday 1.30pm - 6pm Friday Term time plus 5 inset days and 2 weeks to be worked over the Easter and Summer holidays

The Chiltern School

Cleaning Supervisor

General Duties

General description of the post

- Supervising a team of cleaning staff to ensure standards of cleaning within the school are met and support the security of the school site by being a key holder
- To liaise with and manage the appointed cleaning contractor, ensuring that cleaning services are delivered to the required standards and managing service provision, including identifying and addressing any issues or additional requirements within areas such as Block D, as required.
- To organise the working rotas of a team of cleaning staff and supervise these staff on a daily basis
- Undertake cleaning duties, in line with job description for a cleaner and ensure adequate cover if needed
- Undertake inspection of toilets, urinals, showers etc and replenish soap and toilet tissue
- Monitor the work of a team of cleaners and complete record forms as appropriate
- Maintain any records required by the Operations team.
- Report to the Site Agent if cleaning is not up to standard
- Check cleaned areas are left secure, including windows closed and doors locked (as appropriate)
- Organise cleaning materials (including ordering all necessary stock) prior to the arrival of cleaning staff and ensure materials and equipment are maintained and stored appropriately
- Keep a check on cleaning materials and inform the Site Agent in good time to reorder to avoid shortages
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- Ensure compliance of Health and Safety at Work Act / COSHH regulations and other relevant legislation
- Provide induction and ongoing training for cleaning staff
- Undertake responsibility for locking and unlocking the school site when necessary.

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

The Chiltern School

Cleaning Supervisor

Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Conditions of Employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The Chiltern School

Cleaning Supervisor

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

The Chiltern School

Cleaning Supervisor

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Person Specification			
Methods of assessment	Essential/ Desirable	Application	Interview
Qualification, Education and Training			
B.I.C.S. Certificate	D	X	
COSHH Training	D	X	
Risk Assessment Training	D	X	
Experience and Knowledge			
Demonstrable cleaning experience	E	X	X
Demonstrable experience of the use of hand and mechanical cleaning equipment	E	X	X
Experience of working in a school environment	D	X	X
Demonstrate an awareness of Health & Safety procedures	E	X	X
Demonstrable knowledge of cleaning operations	E	X	X
Demonstrable knowledge of cleaning chemicals used	E	X	X
Skills and Abilities			

The Chiltern School

Cleaning Supervisor

Able to work in a supervisory role, controlling and directing cleaning team	E	X	X
Able to use ICT packages such as email, Excel and Word	E	X	
Able to communicate tactfully and politely with colleagues and the public	E		X
Able to understand oral and written instructions and Health & Safety Instructions and COSHH	E	X	
Able to work unsociable hours i.e. early morning, night work and some weekend working	E	X	X
Able to negotiate stairs with cleaning equipment i.e. vacuum cleaners, buffing machines	E	X	X
Be aware and implement latest developments in mechanical and other cleaning techniques	D	X	
Values and Behaviours			
Able to form appropriate relationships with others	E		X
Reliable	E		X
Able to demonstrate and model our core values: • Kindness • Aspiration • Courage • Respect • Curiosity	E	X	X
Able to demonstrate that you are: • Empathetic • Well organised • Diligent • Conscientious	E	X	X