**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School:** | **Springwood High School - Part of West Norfolk Academies Trust** |
| **Job Title:** | **Cleaning Supervisor** |
| **Grade:** | **Scale D Point 5 £19,650 (£10.19/hour) – point 6 £20,043 (£10.39/ hour) FTE**  ***Pro rata’d salary approx. £12,772 - £13,027*** |
| **Hours/weeks:** | **25 hours per week 44 weeks per year. Mon – Fri 3pm – 8pm.** |
| **Responsible to:** | **Assistant Facilities Manager / Facilities Manager** |
| **Working With:** | **Assistant Facilities Manager / Facilities Manager**  **Headteacher**  **Staff** |

**Responsibilities**

* Work under the direction of the Assistant Facilities Manager
* To supervise cleaning staff, allocating them designated areas of the school to clean. Reallocate designated areas to cover any staff absence.
* Monitor the standard of cleaning throughout the school. Provide regular feedback to cleaning staff and Assistant Facilities Manager to ensure standards are maintained.
* Organise holiday cleaning of the school.
* Report any issues and concerns to the Assistant Facilities Manager in a timely manner.
* Form part of the interview panel for the appointment of cleaning staff and arrange induction for new staff.
* Ensure the school buildings are cleaned to a high standard.
* Daily cleaning tasks to include emptying bins, wiping desks, vacuuming, mopping, buffing, washing surfaces and cleaning toilet areas.
* To provide relief cover during times of staff absence.
* To replenish sanitary materials (toilet paper, paper towels and soap).
* To ensure all cleaning cupboards are fully stocked for cleaning staff.
* To periodically clean the store rooms in the designated areas.
* To ensure the cleaning equipment is kept in clean and working order.
* To stock control chemicals/equipment.
* To be fully aware of, and comply with, all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
* To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).
* Undertake other similar duties and activities that fall within the grade and scope of the post as directed by the Headteacher or Senior Leadership Team.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications / Training** | **Essential** | **Desirable** | **How assessed** |
| Good numeracy / literacy skills |  | ✓ | Appl/Int |
| GCSE, or equivalent, in Maths & English |  | ✓ |
| Specific training in specialist area |  | ✓ | Appl/Int |
| Basic computer skills |  |  | Appl/Int |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Previous cleaning experience would be preferred |  |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How Assessed** |
| An awareness of Health and Safety issues and requirements. |  | ✓ | Appl/Int/Ref |
| The successful candidate will be efficient, self-motivated and adaptable with the ability to work to deadlines. |  |  |

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| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | ✓ |  | Appl/Int |
| Good communication skills | ✓ |  |
| Able to work unsupervised | ✓ |  |
| Honest and trustworthy | ✓ |  |
| Attention to detail | ✓ |  |
| Able to follow work routines and instructions | ✓ |  |
| Able to work as a team member | ✓ |  |
| Awareness of the responsibilities of working in an environment with young people. | ✓ |  |
| Decisive, determined and self-confident | ✓ |  |

|  |  |  |
| --- | --- | --- |
| Appl = Application form | Int = Interview | Ref = Reference |