



JOB TITLE: Lead Cleaner
SCALE: Kent Range 4
RESPONSIBILITY TO: Ass. Facilities Manager
HOURS: 15 hours per week, Mon – Fri 3:30pm-6:30pm
CONTRACT: 39 weeks per year (plus 75 hrs during scheduled holidays and overtime as and when required)

RESPONSIBILITIES AND DUTIES

To be responsible for ensuring all the schools facilities are safe, clean and well presented, by planning and managing cleaning staff and undertaking day to day cleaning duties.

<p>Key Responsibilities</p>	<ol style="list-style-type: none"> 1. Plan, organise, motivate and supervise cleaning staff while working alongside them, to ensure the delivery of excellent customer service and compliance with relevant legislation 2. Carry out supervision and cleaning duties, ensuring the school is clean, tidy and well presented, by <ul style="list-style-type: none"> • Removing litter and rubbish, and disposing or recycling as required • Cleaning floors by sweeping, mopping, buffing and using the floor cleaning machine • Removing surface marks and graffiti • Dusting and polishing as appropriate • Maintaining toilets and hand basins to a high standard of cleanliness, removing lime scale etc, and replenishing toilet paper, towels and soap as necessary 3. Assist in ordering cleaning materials, and in carrying out stock control audits, ensuring value for money 4. Report any maintenance defects or damage to the facilities team 5. Support the cleaning requirements for internal or external events as required 6. Assist the facilities team as required 7. Compliance with all policies and procedures of the school 8. Complete mandatory and ongoing training as required 9. Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.
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PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

Criteria	Essential (E) or Desirable (D)
Education, Qualifications, Training <ul style="list-style-type: none"> • Demonstrable experience cleaning large buildings/offices/schools • Supervisory experience, preferably in a cleaning or facilities related role 	E D
Skills, Knowledge & Experience <ul style="list-style-type: none"> • Knowledge of Health and Safety Requirements related to cleaning • Good communication skills (written, verbal, in person and by telephone) • Ability to plan, prioritise and manage workload in an area of conflicting demands • Attention to detail and a practical approach to problem solving • Computer Literate 	E E E E D
Personal Qualities <ul style="list-style-type: none"> • Able to build effective and positive working relationships • Organised and methodical approach to work • Professional, discrete, diplomatic • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 	E E E E E E