



NEWINGTON COMMUNITY PRIMARY SCHOOL

Job Description for the post of Cleaning Supervisor

Job details:

Job title: Cleaning Supervisor

Salary: KR4 (Points12 -14) 3 (pro-rata)

Hours: 15 hours per week, term time plus 4 weeks holiday deep clean. Working hours 3pm to 6pm Monday to Friday

Contract type: Permanent

Reporting to: Site Manager

Main Purpose:

To provide a safe, secure and nurturing environment for our children by supporting the Site Manager in leading the cleaning team, ensuring that the school is kept to the highest standard.

Duties and responsibilities:

- To coordinate and lead the cleaning team, ensuring that the school is kept clean and tidy on a daily basis by arranging the team's rota and responsibilities.
- Perform regular rounds to check the work of the cleaning team and report to the Site Manager on the conditions and needs of the service.
- Manage cleaning schedules and stock of cleaning materials and supplies of consumables like toilet rolls and soap.
- Provide induction and ongoing training for staff on cleaning techniques, equipment use, and safety protocols.
- Ensure all machinery is kept in good working order and report any faults immediately.
- Coordinate and assist with reactive cleaning tasks such as spills or infection control measures.
- Ensure all cleaning chemicals are stored, handled and used according to COSHH regulations.
- Identify potential hazards and ensure the team follows safe working practices.
- Deputise for the Site Team to ensure that school premises are securely locked after cleaning shifts.
- Undertake any other relevant duties given by the Site Manager or School Business Manager.

Working with others

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Site Manager.
- Understand the role in order to be able to work collaboratively with the Site Manager and other colleagues, including other relevant professionals within and beyond the school
- Understand their responsibility to share knowledge to inform planning and decision making
- Develop effective professional relationships with colleagues

Knowledge and Understanding

- ☐ Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- ☐ Take opportunities to acquire the appropriate skills, qualifications and/or experience required for the role, with support from the school

Personal and professional conduct

- ☐ Proper and professional regard for the ethos, policies and practices of the school
- ☐ Demonstrates positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- ☐ Have high regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practices
- ☐ Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- ☐ Commitment to improving practice through self-evaluation and awareness
- ☐ Follow school policies and the staff code of conduct
- ☐ To maintain the highest standards of confidentiality at all times

Whole- school organisation, strategy and development

- ☐ Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- ☐ Make a positive contribution to the wider life and ethos of the school

Health and safety

- ☐ Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- ☐ Ensure that all practices adhere to the School's Health and Safety policy and risk assessments in place.

Other areas of responsibility

- ☐ Any other task – as requested by the Headteacher/ School Business Manager and which shall be deemed to fall within the general boundaries of the post

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Site Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager and may be amended from time to time, without changing the level of responsibility associated with the post or grade.