

## **JOB DESCRIPTION**

### **TRUST CLEANING MANAGER**

FULL TIME (37 HOURS PER WEEK)  
ALL YEAR ROUND

**Reporting To:** Head of Estates

**Salary / Grade:** TBC

**Role Purpose:**

- To manage the cleaning of all of Turner Schools premises, buildings, and grounds;
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

**Responsibilities:**

- To ensure that Trust buildings and grounds are clean and that reporting systems are in place for defects, incidents and risks.
- To ensure each site is well presented and the best it can be on that given day.
- To manage a team of cleaners keeping staff motivated and each site well covered.
- Deal with staff absence deploying existing staff and arranging cover where necessary.
- To plan and implement deep cleaning during school holidays.
- Keep cleaning supplies properly stocked and accounted for.
- Assist the Facilities Team in keeping cleaning equipment and machinery in good working order.
- To manage cleaning contracts ensuring best value and good service is maintained.
- To work closely with the Facilities Team to report maintenance issues around the sites.
- To deliver a robust training programme to the team.
- To develop and maintain a culture of Health and Safety embedded throughout the team.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;

- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

**Qualification/Experience Criteria:**

- Experience of cleaning functions essential;
- Experience of staff Management essential.
- Experience of using spreadsheets essential.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance development process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Senior Leadership Team not listed above;
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example;
- Any other ad hoc duties, as directed by the Trust Facilities Manager.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....

DRAFT