

The Orchard School

Job Description: Premises 1.1 – Cleaner Supervisor

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| **School:** | **The Orchard School**  |
| **Grade:** | **Kent Range 4**  |
| **Responsible to:** | **Site Manager** |

**Purpose of the Job:**

Supervise a team of Cleaners and undertake cleaning of the establishment to ensure a comprehensive cleaning service is provided in compliance with County and/or local procedures and practices and Health & Safety Regulations.

**Key duties and responsibilities:**

1. Supervise a team of Cleaners ensuring they know their duties and carry out their work in accordance with County and/or local procedures and practices and Health & Safety Regulations to ensure a high standard of cleanliness and hygiene are maintained.
2. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc. to ensure high standards of cleanliness and hygiene at all times
3. Check work carried out by the Cleaners to ensure a high standard of work is undertaken and maintained.
4. Maintain adequate supplies of cleaning materials and supplies (oil, light bulbs, batteries, salt, etc), re-ordering when needed, ensuring other cleaners have the supplies they need, to meet the establishments needs.
5. Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
6. Undertake, during holiday periods, a complete ‘spring’ clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh.
7. Attending training courses as required and assist in the training of other premises support staff as directed
8. Comply with Health & Safety, Fire Regulations and other school policies.

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Person Specification: Premises 1.1 – Cleaner Supervisor

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.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications. |
| **EXPERIENCE** | Previous cleaning experienceSupervisory experience |
| **SKILLS AND ABILITIES** | Use of a range of basic cleaning equipment, etcAble to communicate factual information politely and courteouslyHas everyday spoken skills e.g. face-to-face conversationsAble to listen, observe and report information to supervisor Able to organise own and other’s workloads in order to achieve the job outcomes |
| **KNOWLEDGE** | Understands and able to apply Health and Safety procedures relevant to the job such as:* manual handling;
* safe use of machinery and/or equipment;
* COSHH ;
* First Aid and Hygiene Practice;
* lone working procedures and responsibilities

Able to recognise and to deal with emergency situations |