

Outline Job Description

Post Held	Cleaning Team Leader
Pay Range	HBHS Band 4, £18,078 to £18,994 pro rata <i>Employees are eligible for membership of the local government pension scheme.</i>
Hours	37 hours per week, Term time plus 6 weeks 5.30am – 9.15am and 1.30pm – 5.15pm Flexibility of these hours is necessary to accommodate changes to working patterns during school holidays and to cover absences of colleagues.
General Duties	To Team Leader and work as part of the cleaning team to complete cleaning tasks as set out in the School cleaning specification.
Team Leader Duties	To supervise and organise the cleaning team ensuring that the cleaning team start and finish on time, all areas are cleaned to specification, arranging cover for absences and filling in when necessary. Assist in the review of the cleaning specification for each area and revise as necessary in order to provide a high quality cleaning service. To assist in the organisation and delivery of training sessions for all cleaning staff in the use of cleaning chemicals, cleaning methods and equipment. To attend training courses and maintain qualifications for Fire Marshall and First Aid and be responsible for registering the cleaning team in the event of a fire alarm and/or drill. To issue stock to members of the cleaning team and request reorder as necessary, ensuring that the consumable items in washrooms and toilets are replenished by the cleaning team. Any other matters related to the care of the site as directed by the Site Services Manager or the Premises & Safety Manager.
Cleaner Duties	Cleaning of the School Premises. To operate cleaning equipment in accordance with instructions.

	<p>To collect waste and recycling from work areas and remove to collection point.</p> <p>To replenish consumable items in washrooms and WCs, including toilet paper and hand towels.</p> <p>Report any hazard, defects or faults to Premises Manager or Site Services Manager sender into cleaners repairs book.</p> <p>Follow safeguarding procedures as outlined by the DSL and listed within relevant policies</p>
Responsible for	Cleaning Staff
Responsible to	<p>Site Services Manager</p> <p>Premises & Safety Manager</p>