

JOB DESCRIPTION FOR: PREMISES – CLEANING SUPERVISOR WITH KEY HOLDER RESPONSIBILITIES

Responsible to: Site Manager

Job Purpose

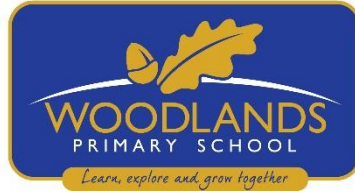
To act as a key holder and control site keys, and routine locking of the school premises. To supervise and organise the cleaning team ensuring that the cleaning team start and finish on time, all areas are cleaned to specification, arranging cover for absences and filling in when necessary.

Duties and Responsibilities

- 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 issue stock to members of the cleaning team and request reorder as necessary.
- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Work independently as well as part of a team.
- Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Collect and dispose of waste.
- Undertake specialised cleaning programmes during school closures or other designated periods.

Responsible for

- Cleaning staff



Person Specification

- A good level of fitness is required.
- Maintain confidentiality on all school matters.

Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Signed:

Date: