



JOB DESCRIPTION

Post Title	Cleaning Manager
Salary Scale / Grade	Scale 3 (scp points 5 and 6)
Hours/Weeks Per Year	17.5 hours per week/52 weeks per year
Primary Work base (If specified)	All Federation sites
Responsible to	Duty Federation Site Supervisor

Key purposes:

To lead a team of cleaners to ensure high standards of cleaning on the college site. The post-holder will be key conscious at all times, responsible for locking up and setting alarm systems. There will be a requirement for a certain amount of overtime working, usually for parent / open evenings, or hired events.

Key accountabilities:

- To develop and operate the cleaning specification/schedule of cleaning the designated college site; undertake cleaning as per programme including deep cleaning out of term-time as required. At times this will include the correct treatment of complex cleaning issues.
- Carry out recruitment, induction, training and supervision of up to 14 part-time cleaning staff. Allocate work in accordance with schedules.
- Supervision of cleaning teams, including contractor staff, to ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. This may include liaison with specialist contractors. To ensure that instructions specified by the duty Federation Site Supervisor are adhered to by all cleaning staff.
- Control of annual cleaning budget in liaison with Site Supervisor. Requisition cleaning supplies within allocated budget; maintain stock and cleaning supplies/equipment to appropriate levels and maintain records.
- Requirement to work on any of the Federation sites at the direction of the duty Federation site supervisor, who may from time to time move staff around or make changes as required.
- Responsibility for turning off lights, closing windows, and locking doors in work area when finished.
- Responsibility for ensuring all working practices are safe including the correct use, care and storage of equipment, chemicals and materials. Ensuring that Federation Health & Safety policies and procedures are adhered to and that any accident is reported and investigated promptly.
- Responsibility to ensure cleaning storage cupboards in work area remain locked when not in use.

Other responsibilities:

- To follow and support Federation policies reflecting the Federation's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
BICS 1 and 2 in Cleaning and Support Services or equivalent		✓	A
GCSEs in English and Mathematics or equivalent		✓	A
First aid certificate		✓	A
Manual handling training		✓	A
EXPERIENCE			
Experience of working as a cleaner	✓		A
Experience of working in a supervisory capacity		✓	A, I
Day to day working experience and skill with Microsoft Word, Outlook and Excel		✓	A, I
Record keeping and administrative experience		✓	A, I
Experience of working in an educational setting		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Knowledge and awareness of Health and Safety and COSHH		✓	A, I
Understanding and experience of the main safeguarding principles		✓	A, I
SKILLS AND ABILITIES			
Ability to understand and analyse information verbally, or in writing, and apply it to your working ethos	✓		I
Reasonable physical fitness, especially for working in large-scale buildings or on outdoor areas of the college sites	✓		A, I
Ability to lift heavy items and operate cleaning machinery	✓		I
Ability to organise, lead and motivate other staff	✓		A, I
Good listening skills and able to take direction	✓		A, I
Good understanding of, and ability to use, specialist equipment / resources	✓		A, I
Ability to work as part of a team	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Methodical, with strong time management skills and the ability to organise and plan work	✓		A, I
High level of accuracy and attention to detail	✓		A, I
Able to work flexibly in a positive manner, taking effective action when needed		✓	I
PERSONAL QUALITIES AND ATTITUDES			

Well-presented and willing to work to a high standard	✓		
Conscientious and positive disposition; a 'can-do' attitude	✓		
Calm, approachable, resolution-focussed disposition.	✓		
Ability to maintain high quality professional relationships with staff, students and parents / carers	✓		
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		
Calm, approachable and patient	✓		