



## Saint Felix School Job Description – Cleaning Supervisor

*Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs*

**Role Purpose.** To provide efficient and effective cleaning and supervisory support to the School, including ensuring that the security and general appearance of the buildings and surroundings are maintained in accordance with the required standards. To ensure the prompt and efficient operation of all services at the required times and to help maintain a clean and hygienic working environment.

### **Line Management.**

<b>Reports to:</b>	Domestic Services Manager
<b>Key Interfaces:</b>	Health and Safety Officer, Department Heads
<b>Staff Reports:</b>	Nil

This role will be a permanent position, on a part-time basis. You will be required to work 20 hours per week as the cleaning supervisor with possible additional hours to support the cleaning of the School.

### **Duties and Responsibilities.**

- Organisation of housekeeping rotas to ensure effective cleaning of all areas of the School
- Planning, supervising and participating in deep cleaning schedules during the school holidays
- Ensure that housekeeping staff adhere to School policies and legislation regarding cleaning, hygiene and health and safety
- Manage housekeeping staff hours, including recording of banked hours and organising cover for staff sickness
- Ensure all new housekeeping staff are given the necessary training
- To prepare and keep up to date any policies required for School Inspection purposes
- Produce up to date COSHH folders
- Stock control and ordering of cleaning products
- Liaise with various departments including maintenance and laundry
- Liaise with PHS and other contractors that may need assistance whilst on site

### **Cleaning.**

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Replenishing consumable items (soap, toilet rolls, paper towels) if required

- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed by the Caretaker in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Notify management of occurring deficiencies or needs for repairs
- Follow all health and safety regulations.

### **Resources**

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters

### **Security**

- Take all necessary steps to ensure the security of the buildings, stores, office space and other resources either belonging to or under the control of Saint Felix School

### **General**

- The duties in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post
- Contribute to the overall development of Saint Felix School strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Attend meetings, conferences and training courses as requested
- The post holder is required to undertake these duties in compliance with all company policies
- Undertake any other responsibilities as may reasonably be required from time to time
- To assist in other units as may be required in an emergency

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The 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 holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Person Specification

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>			
<b>Experience</b>	Experience of supervising a team  Experience of ordering and stock control		Application Interview
<b>Skills and knowledge</b>	Excellent people skills, able to lead & develop a team  Good financial & business acumen  Proficient in the use of IT Systems including Microsoft Office packages  Effective verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds	Current Health & Safety legislation	Application Interview
<b>Attributes</b>	Innovative  Willingness to go the extra mile		Application Interview
<b>Other</b>	There is an expectation that there will be occasional out of hours attendance		