

Job Description

Post: Cleaning Supervisor

Purpose

To challenge educational and social disadvantage by working with the Site Manager to lead a team of cleaners in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Manage the work of a team of part time cleaners.
- Arrange cover in the event of any absence and agree over time working hours as and when required.
- Organise the workload of the cleaners to ensure an even distribution of work.
- Ensure all cleaners are adequately trained to an acceptable level.
- Assist with the recruitment process.
- Monitor the performance of the cleaners.
- Order all required cleaning materials.
- Assist the Site Manager.
- Report to the Site Manager in the event of an emergency.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.