

Job Description

Post: Cleaning Supervisor

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Manage the work of a team of cleaners.
- Have a hands-on approach to cleaning including a designated area.
- Allow new members of the cleaning team to shadow to ensure high standards are highlighted during the induction process.
- 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.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and 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 senior regional estates manager.

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