



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
Head Teacher: Mrs S L Keelan-Beardsley



Upper Site: Mill Mount, York, YO24 1BJ * Tel: (01904) 647877 * Email: usreception@allsaints.york.sch.uk * Sixth Form: 6fadmin@allsaints.york.sch.uk
Lower Site: Nunnery Lane, York, YO23 1JG * Tel: (01904) 647877 * Email: lsreception@allsaints.york.sch.uk * Website: www.allsaints.york.sch.uk

Job Description - Cleaning Supervisor

Job Title:	Cleaning Supervisor
Job Purpose:	To assist the Cleaning Manager with the organising and overseeing of the work of a group of cleaning staff to ensure the school is provided with a good quality cleaning service that is responsive to the needs of the school. Deputising in the Cleaning Manager's absence
Accountable to:	Cleaning Manager
Liaising with:	All staff
Salary Grade:	4
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	<ul style="list-style-type: none"> Assist the Cleaning Managing in organising and allocating duties to individuals in the cleaning staff team, making sure that work is shared fairly and that, irrespective of the number of staff attending for each shift, all essential duties are carried out. To monitor the quality of cleaning carried out by all members of the team, demonstrating correct methods where necessary and providing motivation and encouragement. Assist in carrying out basic organisational tasks such as ordering cleaning materials and keeping records up to date. To ensure cleaning duties are undertaken according to the cleaning schedule. Assist in the training of new staff members on how to carry out their duties, the safe use of chemicals, how to use the equipment provided and what quality standards are required. Re-train existing staff members where quality issues need addressing. To organise additional cleaning procedures to be carried out, such as stripping and re-polishing floors, cleaning after



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

	<p>builders or decorators have been working on site, removing window blinds for repair or cleaning, carrying out high level cleaning. Supervises and provides practical support whilst this is being carried out.</p> <ul style="list-style-type: none"> • To liaise with the Cleaning Manager, Buildings Manager and other interested parties to resolve problems identified during inspections or by end users. • To undertake some security related tasks such as checking that buildings are empty before locking doors and windows, setting security alarms in the absence of the caretaker.
Supervision / Management of People	<ul style="list-style-type: none"> • Supervise up to 20 staff, checking their work for quality. Assist in setting targets, training and maintaining discipline. All staff reporting to this post holder are located throughout the site comprising several separate or linked buildings.
Creativity & Innovation	<ul style="list-style-type: none"> • Most of the work is routine and repetitive. The post holder does have to try to find solutions to issues such as staff cover, training and quality of cleaning. Most problems are recurring and the solutions are not complex.
Contacts & Relationships	<ul style="list-style-type: none"> • The post holder will have frequent routine contact with the cleaning staff and building users and may occasionally deal with less straightforward issues such as quality of cleaning.
Decisions - discretion & consequences	<p>Discretion:</p> <ul style="list-style-type: none"> • Organises and allocates duties to individuals, monitors quality of cleaning and takes remedial action if required. <p>Consequences:</p> <ul style="list-style-type: none"> • The effect of any decisions would be identified very quickly and any necessary amendments could be made.
Resources - financial & equipment <i>(Not budget, and not including desktop equipment.)</i>	<ul style="list-style-type: none"> • Post holder has shared responsibility for the proper use and safekeeping of materials and small items of equipment which may include: vacuum cleaner, buffing machine, wet pick-up machine and stocks of cleaning materials
Work Environment - work demands, physical demands, working conditions & work context	<p>Work demands</p> <ul style="list-style-type: none"> • The work is subject to change and interruption though it does not involve significant change to the programme of work. • There are time pressures caused by having to cover the duties of staff that are absent. • Deadlines are generally predictable and usually non-negotiable. <p>Physical demands</p> <ul style="list-style-type: none"> • Work requires normal physical effort.



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Fides Caritas Unitas

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	<p>Working conditions</p> <ul style="list-style-type: none"> The work is carried out indoors. There will be occasional exposure to chemicals and unpleasant conditions. <p>Work context</p> <ul style="list-style-type: none"> Work involves minimal risk to personal safety.
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> Knowledge of good practice in cleaning procedures, COSHH, the safe use of the equipment and the school or building's security policies and procedures. Ability to monitor and maintain adequate cleaning materials and equipment Computer literate People management skills, especially communication and negotiation skills The ability to monitor standards and identify and deliver training (in conjunction with the Cleaning Manager) to effect improvements to standards



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