



**Role:** Cleaning Supervisor with key-holder responsibilities  
**Scale:** Bexley Scale 6.1-6.4 (£14,371-£15,161) Pay Award Pending  
**Hours:** 22.5 hours per week 52 weeks per year, 24 days annual leave

This is a new post that is likely to evolve with time.

**Main purpose of the job:**

Responsible to the Site Manager, the successful applicant will quality assure and maintain the standard of work of their cleaning team and work alongside the existing cleaning team, should a member of the team be absent. They will be required to manage and organise a cleaning team.

**Major Duties and Responsibilities:**

1. To supervise the cleaning staff and focus on their performance and level of cleaning standards.
2. To ensure that a first class service is delivered to all areas of the building.
3. To review work schedules and set areas, where appropriate, alongside the Site Manager.
4. In the absence of a member of the Cleaning Team, to take on that 'set' during their absence.

**Specifically**

- Maintain a customer care approach in carrying out the duties of the post ensuring that all services are provided to the highest possible quality for all site users.
- Identify any service improvements required and propose appropriate changes.
- To maintain all inside areas in a clean, tidy and safe condition, including sweeping, picking up litter, emptying litter bins, etc.
- To assist cleaning operatives where necessary, including carrying out spot checks and emergency cleaning following spillages, etc. To replenish consumables in toilets and other areas.
- To visit, check and/or carry out work in other locations as required. Undertake all other duties commensurate with the post.
- The ability to train the cleaning team to ensure that their cleaning standards are maintained, if applicable.
- Knowledge of COSHH regulations.
- Undertake all duties of the post with full regard to the school's policies, particularly in relation to equal opportunities, security and Health and Safety matters.



## Person Specification

<b>Experience:</b>
NVQ1 and 2 Cleaning Building Interiors
Cleaning in the public or private sector
Ability to use powered cleaning equipment
<b>Knowledge, Understanding &amp; Skills:</b>
Ability to take over one of your team's set in their absence
Ability to identify a colour-coded system of operation
Ability to understand the importance of health and safety regulations and put these into place
Ability to create and monitor cleaning schedules and give clear instructions
Ability to operate to formal work practices and procedures at all times.
Ability to plan and manage own day-to-day work, to ensure routines are followed and work is attended.
Ability to lead a small team, leading by example
Have a high standard of professional conduct
Have high standards of operational and personal hygiene.
Ability to work on own initiative and self-motivate
Ability to work confidentially, when required
Excellent communication skills
Willingness to undertake cleaning duties requiring physical work inside and outside, sometimes in an unpleasant or hazardous environment
<b>Special Requirements</b>
Commitment to Equal Opportunities and Racial Equality
An excellent health record along with a good record of attendance.
Personal commitment to the Team and the School's values.

Signed ..... (Staff)

Date .....

Signed ..... (Line Manager)

Date .....