

Job Description

Title of post	Cleaning Supervisor
Salary	<i>Salary range – NSAT Grade CD SCP 3-6 £25,614 - £26,847 FTE (Actual Salary £9,121 – £9,560)</i>
Hours of work	<i>15 hours per week. term time only plus 2 weeks Monday – Friday 4:30pm – 7:30pm</i>
Line manager and responsible for reviews	<i>Hub Estates Manager</i>

Purpose of the Post

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users across the Skipton hub.

Main Duties and Key Responsibilities

To carry out cleaning and cleaning supervisor duties within allocated timescales and to take a flexible approach in order to meet the school's requirements. Duties will include (but not exhaustive):

Cleaning Supervisor

- daily cleaning checks of areas to maintain a good standard of cleaning in school and discuss any issues found with the team, keeping area records of these items for reference
- Meet weekly with the Estates Manager to discuss cleaning and review
- Keep accurate cleaning records for each area
- Provide support to cleaners and assist with inductions

General Cleaning

To provide a high-quality cleaning service, ensuring that all areas of the school are maintained to a clean, safe and hygienic standard. The postholder will work flexibly to meet the school's operational requirements. Responsibilities include, but are not limited to:

- Maintain a clean and hygienic environment by cleaning furniture, fixtures, surfaces, walls, doors, and fittings.
- Clean floors through sweeping, mopping (wet and damp), vacuuming, and using specialist equipment for polishing and floor maintenance.
- Clean and maintain sanitary areas, washrooms, toilets, and kitchen areas as needed.
- Handle and store cleaning chemicals and equipment safely, following COSHH guidelines, and complete relevant training.
- Manage waste by emptying bins and disposing of waste properly.
- Report any maintenance, safety, or cleaning issues promptly.

This job description is not exhaustive and may be amended from time to time in consultation with the postholder to meet the changing needs of the school.

Wider Responsibilities

- Uphold and promote the Trusts/school's safeguarding and child protection policies at all times
- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Promote equality, inclusion and high expectations for all staff and pupils
- Carry out duties in line with NSAT policies, professional standards and statutory requirements

Generic Responsibilities

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Headteacher/Hub Business Leader/Estates Manager/Caretaker subject to appropriate competence and training
- Adhere to the NSAT Staff Code of Conduct

Other

The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

Must be legally entitled to work in the UK.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold.

Intermediate Threshold Level: The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimum effort.
- Communicate effectively with pupils, staff, parents, visitors, contractors and other stakeholders.
- Explain information and instructions clearly and appropriately.
- Understand and respond to questions and requests in a professional manner.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English within the school environment

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

Person Specification

Criteria	Essential	Desirable
Experience		
Experience of undertaking general cleaning duties	X	
Experience of working in the cleaning industry		X
Working as part of a team		X
Knowledge and Skills		
Awareness of Health and Safety (COSHH)	X	
Ability to use floor machines		X
Personal Qualities		
Able to work with minimum supervision	X	
Self-motivated	X	
Punctuality	X	
Flexible approach	X	
Attention to details	X	
Ability to manage time effectively to complete tasks to a high level	X	
Ability to work both alone and within a team to achieve specified standards	X	
Good verbal communication skills	X	
Ability to carry out general cleaning duties as detailed in the job description	X	

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