



**JOB TITLE:** Evening Cleaning Supervisor

**RESPONSIBLE TO:** Cleaning Manager

**Working pattern:** 15 hours per week, 4pm to 7pm Monday to Friday

**Grade:** Scale 3

**STATEMENT OF PURPOSE:**

To support the cleaning manager to ensure the school's premises are cleaned to a high standard.

To assist in the supervision of a team of day & evening in-house cleaners.

**MAIN RESPONSIBILITIES:**

To line manager a team of cleaners.

To performance manage employees within your area of responsibility.

Carry out staff inductions.

To carry out training for all staff.

Ensure all equipment is accounted for and is inspected at regular intervals, all faulty equipment is reported immediately.

Carry out regular safety briefings and toolbox talks.

Ensure cleaning records are held and updated as required.

To undertake cleaning duties as required.

To assist the cleaning manager in carrying out regular cleaning inspections and ensuring results of these inspections are shared with the cleaning team.

Any other reasonable duties as required.

## PERSON SPECIFICATION

### Cleaning Supervisor

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• General education or equivalent experience</li></ul>	.
<b>Knowledge, Skills &amp; Understanding</b>	<ul style="list-style-type: none"><li>• Knowledge and experience of cleaning supervision preferably within a UK school/education environment</li><li>• Excellent customer service skills</li><li>• Excellent communication skills both oral and written</li><li>• An eye for detail</li><li>• Ability to relate well to children and adults</li><li>• Ability to work independently.</li><li>• Sound judgement, integrity and honesty.</li><li>• Experience of managing a team.</li></ul>	<ul style="list-style-type: none"><li>• Gained within a SEN school</li></ul>