

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cleaning Manager</b>
<b>School:</b>	<b>Carr Manor Community School</b>
<b>Pay Range:</b>	<b>B1</b>
<b>Responsible to:</b>	<b>Site Manager</b>

### Role:

To provide effective day to day supervision of cleaning staff in the school and co-ordinate the provision of a high-quality Cleaning Service.

Under the instruction/guidance of appropriate senior staff, provide cleaning services and lead cleaning staff on school site.

The Site Team are responsible for the day-to-day operational management, safety and security of the school site. The Site Team are responsible for ensuring that the school is well-maintained, safe and secure site for all users. The Cleaning Manager is expected to lead the cleaning team, to ensure high cleaning standards are maintain throughout the school's site.

### Main Duties:

1. Ensures that the delivery of the cleaning service is to a high standard.
2. Leads the cleaning team are works to deliver high level cleaning, using appropriate equipment.
3. Be responsible for the carrying out weekly site monitoring.
4. Supervision of school cleaning staff including the allocation of cleaning duties.
5. Authorisation of any cleaning staff overtime worked and the checking of timesheets.
6. Delivery of induction and proficiency training for cleaners.
7. Where appropriate, identify the training needs of cleaners.
8. The ability to receive, issue, record and control stock in line with financial regulations.
9. To ensure that all necessary procedures/systems are effectively maintained.
10. To control the repairs and maintenance of machinery.
11. To ensure Health and Safety regulations are adhered to.
12. Monitoring staff absences including unauthorised absence.
13. To undertake any other duties related to the post, as directed by senior colleagues.
14. Attend and participate in relevant meetings as required.

**Responsibilities:**

15. Ensures the cleaning team complies with health and safety policies and procedures at all times.
16. Promote and ensure the health and safety of pupils, staff and visitors at all times.
17. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
18. Contribute to the overall ethos/work/aims of the school.
19. Appreciate and support the role of other professionals.
20. Participate in training and other learning activities and performance development as required.
21. Ensure health and safety policies and procedures are complied with at all times.
22. Treat all users of the school with courtesy and consideration.
23. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

**General duties:**

- To undertake ad hoc duties as may be required by the Principal and / or Senior Leadership Team from time to time, for example exam invigilation.
- To photocopy documentation as required maintaining GDPR requirements at all times.
- To adhere to school policies and procedures.

**We expect all our staff to:**

- Be a coach to a small group of pupils.
- Support and uphold the school ethos.
- Commitment to the school's restorative and relational practice.
- Play a role in the implementation of the School Development Plan, through departments' input.
- Display commitment to the protection and safeguarding of children and young people.
- Adhere to Safeguarding and Child Protection policies, e.g. Guidance to Safer Working Practice, Keeping Children Safe in Education, Whistle Blowing, Registration, etc.
- Continue their personal development.
- Participate in school events (occasionally on evenings and weekends)
- Support duties during the school day
- Participate in Flexible learning activities

**Any Special Conditions of Service:**

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

Term time working plus additional days. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_