



Stretford Grammar Deputy Cleaning Supervisor

Job Title: Deputy Cleaning Supervisor

Line Manager: Cleaning Supervisor/Site Manager

Salary Scale: PARIS BAND 2 (points 4-5 £21,189 to £21,575)

Hours: 15 hours per week

Some flexible working required, evening cover as needed

Key Responsibilities:

- To work as part of a team to provide a variety of regular and one-off cleaning tasks and duties to a high standard as directed by their supervisor/line manager.
- To provide a high standards of hygiene and cleanliness throughout the school
- To deputise for the cleaning supervisor when required

Key Tasks:

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- To support the Cleaning Supervisor in managing the quality of the cleaning
- To support the cleaning supervisor on rotas
- Step into areas when staffing is low and to act up to cleaning supervisor when required
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, Site Manager and School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Report any Health and Safety issues, Hazards or defects to the Supervisor, Site Manager and
- Carry out the following duties daily in areas when required:
 - Polishing offices
 - Wiping Cupboards, Filing Cabinets, Furniture, Walls, Window Ledges, Pipework, Table and Chairs
 - Cleaning door windows and corridor glass windows
 - Removing any chewing gum/ sticky products off floors
 - Clean Toilets and Sinks
 - Empty Bins in all rooms on area
 - Check windows closed and lights off in rooms when finished
 - Hoover all rooms, offices and corridors



- Mop all rooms that not carpeted and corridors
- Buff Corridors Remove Rubbish to recycle area
- Provide a deep cleaning service during holidays
- Be able to read labels / instructions and measure solutions

Health and Safety

All employees are responsible for:

- Compliance with safety rules and procedures as laid down in their area of activity. (i.e catering and hospitality, use of trays, trolley)
- Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- Using protective clothing or equipment as may be provided.
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
- Co-operating with the Headteacher in the fulfilment of the objectives of the school Health and Safety Policies.
- To report promptly to the Headteacher any issues which have/may lead to a breach of regulations

The school

- Ensure that all school policies are adhered to and consistently implemented
- Ensure all areas of the school are maintained to a very high standard
- To carry out additional duties as required by the School or Headteacher
- To understand the importance of safeguarding and adhere to and uphold our Safeguarding Policy and Procedures

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher/or his representative



Deputy Cleaning Supervisor Person Specification

SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE	Essential	Desirable
Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.		X
Knowledge of COSHH and the safe use of chemicals.		X
Knowledge of cleaning best practises.	X	
Ability to demonstrate commitment to Equal Opportunities	X	
Experience of supervising staff	X	
Respect and professionalism	X	
Experience of undertaking a range of cleaning duties	X	
Ability to work effectively and supportively as a member of the school team	X	
Ability to work in an organised and methodical manner	X	
Ability to act on own initiative, dealing with any unexpected problems that arise	X	
Being physically capable	X	
Understanding and following safety rules	X	
Understanding of health and safety regulation	X	
Understanding and carrying out set tasks	X	
Time management and multitasking	X	
PERSONAL QUALITIES	Essential	Desirable
Willingness to clean any area of the school as requested by the supervisor.	X	
Willingness to take personal responsibility for standard of work carried out.	X	
Willingness to participate in further training and development opportunities offered by the school, to further knowledge	X	
Willingness to maintain confidentiality on all school matters	X	
Will need to be able to manage some heavy lifting	X	
Work as part of a team	X	
Willingness to attend all statutory training	X	
Willingness to be DBS checked	X	