

JOB DESCRIPTION

Post Title	Federation Cleaning Manager
Salary Scale / Grade	Scale 5 (SCP 12-17)
Hours per week	17.5
Full time or Term time	Full Time (52 weeks per year)
Reporting to	Service Manager

Job Purpose:

To lead a team of cleaners to ensure high standards of cleaning on the Federation site. The post-holder will be key conscious at all times, responsible for locking up and setting alarm systems. There will be a requirement for a certain amount of overtime working, usually for parent / open evenings, or hired events.

Key tasks and responsibilities:

- To develop and operate the cleaning specification/schedule of cleaning the designated Federation site; undertake cleaning as per programme including deep cleaning out of term-time as required. At times this will include the correct treatment of complex cleaning issues.
- Carry out recruitment, induction, training and supervision of up to 14 part-time cleaning staff. Allocate work in accordance with schedules.
- Management and supervision of cleaning teams, including contractor staff, to ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. This may include liaison with specialist contractors. To ensure that instructions specified by the Service Manager are adhered to by all cleaning staff.
- Control of annual cleaning budget in liaison with the Service Manager. Requisition cleaning supplies within allocated budget; maintain stock and cleaning supplies/equipment to appropriate levels and maintain records.
- Requirement to work on any of the Federation sites at the direction of the Service Manager, who may from time to time move staff around or make changes as required.
- Responsibility for turning off lights, closing windows, and locking doors in work areas when finished.
- To clear and secure the premises at the end of the working day including setting the intruder alarms.
- In the absence of the Caretaker, to take control of the site should the fire alarm be activated. To clear the site of staff and liaise with the emergency services. To liaise with Site Supervisor/Service Manager over the safe resetting of the fire alarm system.
- In the absence of the Caretaker to immediately report emergencies in the case of faults with gas, electric and water supply to the relevant emergency service and inform the Federation's Helpdesk.
- To attend to, and assist where necessary, personnel visiting the site such as contractors in accordance with the relevant health and safety procedures for contractor monitoring.
- In the absence of the Caretaker, to undertake portering duties as required.
- Responsibility for ensuring all working practices are safe including the correct use, care and storage of equipment, chemicals and materials. Ensuring that Federation Health & Safety policies and procedures are adhered to and that any accident is reported and investigated promptly.
- Responsibility to ensure cleaning storage cupboards in work areas remain locked when not in use.

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Other Responsibilities:

- To follow and support Federation policies reflecting the Federation's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
BICS 1 and 2 in Cleaning and Support Services or equivalent		✓	A
GCSEs at 4/C or above in English and Mathematics or equivalent		✓	A
First Aid Certificate		✓	A
Manual Handling trained		✓	A
EXPERIENCE			
Experience of working as a cleaner	✓		A
Experience of working in a supervisory capacity		✓	A, I
Day to day working experience and skill with Google docs		✓	A, I
Record keeping and administrative experience		✓	A, I
Experience of working in an educational setting		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Knowledge and awareness of Health and Safety and COSHH		✓	A, I
Understanding and experience of the main safeguarding principles		✓	A, I
SKILLS AND ABILITIES			
Ability to understand and analyse information verbally, or in writing, and apply it to your working ethos	✓		I
Reasonable physical fitness, especially for working in large-scale buildings or on outdoor areas of the college sites	✓		A, I
Ability to lift heavy items and operate cleaning machinery	✓		I
Ability to organise, lead and motivate other staff	✓		A, I
Good listening skills and able to take direction	✓		A, I
Good understanding of, and ability to use, specialist equipment / resources	✓		A, I
Ability to work as part of a team	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Methodical, with strong time management skills and the ability to organise and plan work	✓		A, I
High level of accuracy and attention to detail	✓		A, I
Able to work flexibly in a positive manner, taking effective action when needed		✓	I
PERSONAL QUALITIES AND ATTITUDES			
Well-presented and willing to work to a high standard	✓		I
Conscientious and positive disposition; a 'can-do' attitude	✓		I
Calm, approachable, resolution-focussed disposition	✓		I
Ability to maintain high quality professional relationships with staff, students and parents / carers	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable and patient	✓		I

