

HOLY FAMILY CATHOLIC SCHOOL

JOB DESCRIPTION: **Cleaner Supervisor**

HOURS **10 Hours Per Week (16:00 – 18:00 Monday to Friday)**

JOB PURPOSE

1. To clean the interior of designated areas of school buildings to the required standards. Areas will be assigned to cleaners and directed as and when required.

MAJOR TASKS

1. To understand and comply with the School's Equal Opportunities Policy.
2. To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or School Policies and Procedures relating to Health & Safety at work.
3. To carry out cleaning duties as directed.
4. Occasional duties of a similar nature, up to and including those in the same grade. In the event of dispute about any such duty, the normal trade union/management negotiations will take place and status quo will apply until the matter is resolved.

JOB ACTIVITIES

CLEANING DUTIES

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

1. To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
2. To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.
3. To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame.
4. To polish furniture as required.
5. To clean telephones, including the mouthpiece as directed.
6. To empty, replace and clean wastepaper bins.

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7. To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in receptacle provided.
8. To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
9. Replace hand towels, toilet rolls and hand soap as required.
10. To carry out all floor maintenance duties as directed, using the procedure as laid down, machinery equipment and materials provided for this purpose. These duties will include the following:

spray cleaning, machine buffing, stripping floors of water based polishes, re-polishing floor using water based polishes, machine scrubbing, hand stripping/NewportT200@hmpo.gsi.gov.ukuired, the application of oleo resinous seals to wood floors as required, and carpet cleaning.
12. To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required.
13. To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
14. To remove graffiti, chewing gum etc, using laid down procedures.
15. To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to be done by operative from floor level.
16. To understand and comply with the School's Health & Safety Policy.
17. To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Caretaker.
18. To be aware of fire prevention and drill procedures.
19. To lock doors and return keys to designated place as required.
20. To maintain client confidentiality and security of buildings, closing and locking windows and doors as required.

This post is subject to an enhanced DBS disclosure.

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SUPERVISORY DUTIES

The role of the cleaning supervisor is to ensure all tasks listed above 1. to 20. are carried out as efficiently as possible using the available cleaners on site and to allocate tasks as appropriate. If additional resources and materials are required to carry out these tasks the premises team should be advised as soon as practical.

21. **RESPONSIBLE TO:** Premises Manager or designated officer.

NOTES

- a) The Job Description reflects current best practice in the schools locally. It takes account of a variety of situations found across the borough and is subject to variation in detail.
- b) Nothing in the Job Description precludes improvements being made to cleaning in the school services.
- c) Cleaners may be assigned alternative duties within the school, or either site. Advance notice will be given for any change in duties and where appropriate training will be provided.
- d) Where cleaners are required to cover for absent colleagues, and if this cannot be covered by unpaid casual cover, additional payment may be offered subject to approval from the Business Director.
- e) Cleaners will be subject to absent procedures as do all staff in the school.
- f) Cleaners work is subject to cleaners quality checks which will take place routinely on both sites

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August 2020