

Job Description

Job Title:	Cleaning Supervisor
Responsible To:	Fusion contract manager

1. Key Purpose of Job

To work as part of the Cleaning Services team, responsible for providing comprehensive cleaning services within a school environment.

2. List Key Duties and accountabilities of the post

Duties involved will include:

- Supervise the onsite cleaning team to ensure all areas are cleaned and staff absences are covered during the shift.
- Submit weekly cleaning orders.
- Support the Fusion contract manager in the planning of deep cleans.
- Periodically review the staffs working area to ensure efficient work schedules.
- Respond to adhoc cleaning requests form the school during the day for emergency spillages etc.
- General cleaning within the school environment on a daily, weekly and periodic basis;
- To provide an efficient and effective service within the school, minimizing disruption and interference within the school environment;
- Carry out daily duties as instructed by the Fusion Contract manager and report any damage;
- Participate in deep cleans;
- Comply with COSHH regulations;
- Ensure working practices comply with training provided;
- Ensuring that all cleaning materials are used in accordance with instruction and training;.
- Ensuring that a designated cleaning cupboard and cleaning trolley is kept clean, fully stocked to the agreed levels and is well organized at all times and that faults are reported to the supervisor;
- Ensuring all designated cleaning equipment in a specified area is thoroughly cleaned after use in order to maintain high standards of hygiene, eg filters in vacuum cleaners, floor pads on buffers, clean cloths;
- Carrying out cleaning in accordance with the schedules and procedures and avoiding unnecessary waste;
- Ensure that safe and correct methods of work are employed at all times with extra care shown to the safety of staff, students and visitors;
- Replenishing all consumables;
- Disposal of waste through the appropriate waste streams in line with site specification;
- Ensuring that the waste hold areas are kept clean, tidy and organized;
- Carry out duties in accordance with Fusion School Services Limited training;
- Complete timesheets and work logs as required;
- Observing general security and safeguarding in line with policy.

3. Supervision / Line Management Responsibilities of the post

Supervision of the cleaning team on site

4. Working Environment & Conditions of the post

Working with hazardous chemicals and cleaning materials in line with Health and Safety guidelines and the use of Personal Protective Equipment (PPE). Operation of cleaning machinery in soft services, following Health and Safety guidelines and training

5. Other Duties

Any other duties commensurate with the post.

6. Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) Fusion School Services Limited operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the buildings, enclosed spaces within the curtilage of buildings, and vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Fusion School Services Limited and School Policies and Procedures.
- e) The post-holder must comply with the Fusion School Services Limited's Health and Safety requirements specifically for the school they are working at
- f) The post holder may be required from time to time to move their base or work at a different site within the Fusion School Services Limited contract within a reasonable distance upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

	Essential / Desirable
Skills, Knowledge and Experience	
Experience of working as part of a team in a cleaning role	E
Good communicator	E
High level of attention to detail	E
Able to use initiative within defined guidelines	E
Awareness of manual handling procedures	D
Knowledge of cleaning methods and processes	D
Ability to be flexible in response to the demands of the service	E
Reliable and able to work unsupervised, delivering quality work	E
Able to work as part of a team	E
Knowledge of Control of Infection, Health and Safety and COSHH policies	D
Other	
Willingness to attend any training courses including mandatory training as required to maintain and improve standards	E
Full DBS check and awareness of safeguarding principles	E