



OLD SWINFORD SERVICES LIMITED

Cleaning Supervisor

Person Specification

- Previous cleaning experience of working with a team in a supervisory capacity;
- Knowledge of cleaning techniques, products and equipment;
- Honest, reliable and hardworking;
- Ability to train and motivate team;
- Strong organisational and time management abilities;
- Ability to work on own initiative and as part of a team;
- Ability to work effectively under pressure;
- Ability to communicate with a range of different people;
- To be willing to complete all relevant training courses for the role;
- Displays commitment to the protection and safeguarding of children and young people.

Job Specification

The Cleaning Supervisor will be responsible to the Bursar.

The person appointed will have the following essential skills and competencies:

- To clean the school as part of the cleaning team.
- Oversee cleaning operatives ensuring health and safety procedures and COSHH regulations are followed;
- Maintain adequate stocks of cleaning materials and janitorial supplies;
- Periodic inspection of machinery/cleaning equipment, reporting defects to the Bursar;
- Submit maintenance requests advising of damages/defects that require attention;
- Responsible for the correct completion of cleaner's time sheets ensuring that they are submitted to the finance department in accordance with the payroll schedule;
- Undertake administrative duties associated with the role
- Report any absenteeism to the finance department.
- Liaise with the Bursar on the compilation of holiday rotas;
- Attend training courses or complete on-line training courses as required;
- Any other reasonable duties as required by the Bursar or Headmaster.