

# OSSL

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.