



**St. Mary's
College**
CROSBY

St. Mary's College Crosby

Job description for the position of Cleaning supervisor/ Cleaner

Responsible to on a daily basis: Site manager

Responsible to: Services Manager

Working hours: 52 weeks per year 17.5 hours per week. Term time 3.00pm -6.30pm, some flexibility is possible during College holidays.

Job Role

Supervision of a team of cleaners to deliver an effective and efficient cleaning service to the College, Preparatory school and Early Years Dept, including being a designated cleaner of the Sports centre.

Key responsibilities and accountabilities:

Responsibilities:

- Oversee the work of the cleaners on the College, Preparatory school and the Early years dept. sites, to ensure that the team maintains a consistently high standard of cleaning throughout the College
- In conjunction with another staff member, clean and maintain the Sports Centre as per the cleaning schedule
- Ensure cleaners are appropriately deployed in order to meet the cleaning requirements of the College
- Carry out regular informal cleaning checks to ensure standards are being maintained
- Training staff in the use of cleaning equipment as necessary
- Arrange and coordinate cover for absent staff, as required
- Address any areas of poor staff performance or conduct and provide support and development as required in order to raise standards
- Hold return to work meetings and complete relevant paperwork after periods of staff absence
- Carry out performance appraisals on an annual basis
- Ensure that cleaning materials and products are used appropriately and economically by the team and notify the Site Manager when stocks are low
- Ensure tool and equipment used by the team are in good working order and report any faults to the Site Manager

- Ensure that Health & Safety standards are maintained at all times
- General cleaning responsibilities:
- Empty and clean bins and remove waste to designated area
- Vacuum and spot clean carpeted areas and wash or mop all other floors
- Spot clean any spillages
- Dust and clean fixtures and fittings
- Regularly clean toilets, hand basins and toilet areas and replenish toiletries as required
- Use electrical and mechanical equipment from time to time ,e.g. floor polishers
- Report any defects seen which are likely to affect security i.e. broken/cracked window, etc. to the Site Manager via Every
- Use all cleaning materials in accordance with manufacturers printed instructions and COSHH regulations
- Take own initiative to carry out cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the College.

This post involves standing for the length of the shift, walking and carrying items up and down stairs, repetitive arm movements, lifting in a safe manner, bending and pushing/pulling objects.