



Job Description

POST:	Cleaning Supervisor
RESPONSIBLE TO:	Principal, under the day to day management and leadership of the Facilities Manager
GRADE:	SCP6 – SCP10
SALARY:	£23,893 - £25,545 Full time equivalent
LOCATION:	Oasis Academy MediaCityUK
WORKING PATTERN:	Hours Negotiable
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

To ensure that the Cleaning Supervisor's designated areas are kept in a clean and hygienic condition. To supervise cleaning staff and ensure cleaning standards are maintained to a recognised standard.

SPECIFIC RESPONSIBILITIES:

A. Main Duties;

- To supervise and allocate fair cleaning areas to cleaning team and monitor cleaning standards throughout all areas of the Academy.
- To organise cover for cleaning areas in the event of staff absence
- To ensure that all cleaning staff have the necessary equipment and materials to enable them to effectively carry out their work.
- To organise and plan any deep clean periodic requirements and manage cleaning staff hours of work.
- To ensure that all rooms used by community lettings are cleaned prior to, and after use and to ensure that all rooms are prepared for the Academy day.
- To issue soap, toilet rolls, paper towels and such other items as required by the Academy.

- To liaise through the Facilities Manager of the Academy as necessary, over day-to-day requirements and standards and reporting problems to the appropriate officer.
- To ensure that all cleaning equipment and storage facilities are kept in a clean and safe manner and arrange for the repair and electrical testing of all cleaning equipment used by staff.
- To ensure that supplies of cleaning materials are sufficient
- To oversee correct usage of all cleaning products in line with the relevant COSHH regulations
- To supervise the Academy cleaning team, contributing to Performance Management reviews
- To ensure that all staff are trained and are aware of relevant Health and Safety considerations
- To clean in line with the Academy's generic cleaner job specification. Cleaning duties are as follows:
 - Cleaning, washing and sweeping
 - Emptying of litter bins
 - Polishing and dusting, where appropriate
 - Using powered equipment (e.g. vacuum cleaners, polishers) where appropriate
 - Arrange high level and carpet cleaning as appropriate
- To complete any cleaning schedules as agreed or instructed by the Principal or Facilities Manager
- To set a good example in terms of personal presentation, attendance and punctuality.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.
- The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our learners as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.



Person Specification

Cleaning Supervisor

	Essential	Desirable
Cleaning Experience	<p>Knowledge and experience of using products and equipment used in cleaning.</p> <p>Practical ability in polishing, dusting, cleaning, washing and sweeping</p>	<p>Previous working experience of industrial cleaning.</p>
Communication	<p>Proven ability to be able to converse positively with Caretaking/Site management and teaching staff of all levels.</p>	<p>Previous experience of working in and supervising a team</p>
Flexibility	<p>Able to adopt a flexible approach to the post</p>	<p>Skills/knowledge in other areas of work.</p>
Equal Opportunities	<p>Broad knowledge of Equal Opportunities</p>	<p>Knowledge of Equal Opportunities Policy</p>
Health and Safety	<p>Knowledge of Health and Safety in relation to cleaning and hygiene.</p>	<p>Attendance on Health and Safety courses and previous experience</p>
Personal Qualities	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced CRB checks</p> <p>Must be energetic, enthusiastic and flexible.</p> <p>Be in good health and have a good attendance record.</p> <p>Have a sense of humour and a positive outlook on life.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with people</p> <p>Have a willingness to demonstrate commitment to the values and behaviors which flow from the Oasis Community Learning ethos.</p>	
	<p>Basic knowledge of IT, Word, Excel and Outlook</p>	

Administration	(for emails) in order to: <ul data-bbox="349 199 966 336" style="list-style-type: none">• Produce cleaning schedules and checklists.• Complete order forms• Contribute to performance management.	
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