



Bishop's Hatfield Girls' School

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Cleaning Supervisor Job Description

Job title:	Cleaning Supervisor
Hours:	25 hours per week, term time plus 6 weeks (44 weeks/annum)
Working pattern:	Early mornings and late afternoons
Location:	Woods Avenue, Hatfield, AL10 8NL
Grade:	H3
Salary:	£17,060 pro rata (£8.84 per hour)
Start date:	March 2017

PURPOSE OF YOUR JOB.

To ensure the brand new school building is cleaned to a high standard, in line with agreed cleaning specifications, directing the team of cleaning staff and quality assuring all work.

MAIN AREAS OF RESPONSIBILITY

- To clean all school areas including all corridors, stairs, teaching rooms, toilets and showers (both staff & pupils), offices, dining areas and common rooms to ensure they are kept in a clean and hygienic condition
- To supervise and ensure all works carried out by the cleaning staff as set out in their job descriptions are completed with due observation to appropriate Health & Safety requirements
- Cleaning is to be done as per agreed specification using equipment and materials appropriate to the different surfaces
- To use scrubbing and buffing machines (training will be provided)
- To clean and re-stock toilets with toilet paper and practical rooms with paper towels as appropriate
- To empty bins, replace new bags and take out rubbish
- To work with the Caretaker or Site Assistant to prepare for events or clear up afterwards
- To carry out periodic deep cleans during school holidays
- Be main point of contact for cleaning staff. To arrange cover and adjust working areas in case of cleaner absence.
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

The jobholder may be asked to carry out such reasonable other duties, which may be required, when requested by the Business Manager or Facilities Co-ordinator.

ORGANISATION

The jobholder will report to the Facilities Co-ordinator

"This is an OUTSTANDING school" - Ofsted 2016



Pupil Premium Awards 2016
Local Winner
Secondary schools with published KS4 results

CONTACTS

School Business Manager
Caretaker and Site Assistant
School staff
Cleaning Staff
Pupils
Parents and other members of the public

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of cleaning in a professional environment.
- Good time management including the ability to deal with unexpected issues alongside planned tasks.
- Knowledge of efficient cleaning methods and materials.
- Experience of using cleaning scrubbing/buffing machines or willingness to learn.
- Awareness of the main requirements of health and safety legislation including COSHH regulations and good practice relevant to the duties.

PROBLEMS AND DECISIONS

- In the event any problems arise in connection with powered equipment, the post holder should report any problems to the Caretaker.
- Manage stocks of cleaning supplies and place orders for new supplies in a timely fashion.
- Be aware of the need to use only those chemicals on the COSHH list.
- Report any breaches in security or issues with the building to the Facilities Co-ordinator.
- The planning of holiday cleaning will need to be done in advance to ensure this links with the maintenance programme and any holiday activities.

PHYSICAL EFFORT

Some lifting, bending and stretching to move furniture, cleaning equipment and other articles in order to clean effectively will be required.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

ADDITIONAL INFORMATION

The job holder may be required to attend occasional meetings or training sessions during school office hours (8am to 4pm).

Working patterns to be set by the school and may vary from time to time – staff will be given reasonable notice of changes. Flexible working will be considered during school holiday periods.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time. To perform any other duties that are relevant and reasonably requested by school management or the Caretaker.