



Four Acres Academy

Cleaning Manager

Job Description

Line Managed by: Business Manager

Supervisor: Site Manager

Responsible for: Cleaning Operatives

Terms: 15 hours per week with additional hours for training, set up and other duties if required. All year round contract with holidays to be taken during academy holidays only.

Hours to cover cleaning team attendance: 3pm to 6pm Monday to Friday during term time. Other hours to be agreed.

Level of role: BG8 SPC: 22 Salary: FTE £20,661 Actual: £8,376.08 pro rata per annum

Purpose of the Job

To clean and manage a cleaning team and provide cleaning services which ensure that Four Acres Academy is cleaned throughout to a high standard.

You will be supervised by the Site Manager and line managed by the Business Manager who will also be responsible for personnel issues relating to the cleaning team. There is a separate definition of the responsibilities in relation to your role available on request.

Job Outcomes

1. A clean and hygienic environment provided for all users of Four Acres Academy at all times.
2. A motivated cleaning team who take pride in the cleanliness of the Academy.
3. The use of safe, effective and resource efficient cleaning practices which produce high quality outcomes and meet all health and safety requirements applicable to cleaning.
4. Evidence of continuing improvement.
5. A professional well run service.

Role

1. At all times to work safely and flexibly, cleaning and supervising the cleaning team to deliver cleaning and taking overall responsibility with the cleaning team for the cleanliness of the whole building.
2. To build team working and good morale within the cleaning team and work with the Business Manager to deliver initiatives or proposals that will support this.
3. To identify and discuss with the Site Manager or Business Manager any health and safety issues and ineffectiveness or inefficiencies in the work and with the support of the cleaning team to implement solutions.
4. To use your observations, judgement and knowledge of hygiene to prioritise items or areas of the building to focus the cleaning on, carrying out cleaning quality checks at the end of every session.
5. To follow the Academy's Health and Safety, Safeguarding, Security and Equal Opportunities policies and procedures reporting any breaches to the Business Manager.
6. To monitor the attendance of the team, reporting absences to the Business Manager and either making arrangements for the existing staff to cover the absences or requesting mobile cover where this cannot be managed.
7. To manage the on-site cleaning materials and equipment: monitoring stock usage, ordering supplies, and ensuring that cleaning cupboards are kept stocked, clean and tidy at all times and used safely and appropriately at all times.

8. Ensure that COSHH is being followed and that materials are stored, recorded and used in accordance with COSHH regulations.
9. To induct new staff to the role, identify training needs of existing staff, give and undertake training as and when required to enable a good level of health and safety and skill to be delivered by you and the team.
10. To be a keyholder and ensure that the cleaning staff have access to the building during holiday periods.
11. To meet the operational and reporting requirements of the Academy which includes completing all training, records and providing documentation required by the Academy.

General Accountabilities

- This job description only contains the principle accountabilities relating to this post, and does not describe in detail all the duties required to be carried out.
- To be responsible for your own personal development and willing to undertake training, attend conferences, seminars or courses and carry out on-line training.
- Duties must be carried out in line with the commitment of the Academy to encourage equal opportunities and sustainability.
- Ensure that the output and quality of work is of a high standard and meets the current “best practice” standards of the sector.
- Contribute to the development of the work and team through team planning and review meetings, and work in a way that contributes to the continuous improvement of the quality of the service being delivered.
- Be aware of and follow the requirements laid down by the relevant inspection and statutory bodies.
- All employees have a responsibility for their own safety and must not endanger the safety of colleagues / visitors in the workplace. They must ensure that safe working practices are adopted and a safe working environment maintained in the work areas they are responsible for.
- To attend staff meetings as required, negotiate and work towards targets and deadlines agreed with the Line Manager.
- To participate in staff supervision sessions and employee development reviews as required.
- To undertake such other tasks as may reasonably be required commensurate with the grading and nature of the post.
- On occasion, the post-holder may be required to carry out work outside of normal working hours.
- This post is subject to an enhanced level check through the Disclosure and Barring Service.