



## Four Acres Academy

### Cleaning Manager

#### Person Specification

#### **SKILLS AND KNOWLEDGE**

##### **Essential**

1. Significant experience of cleaning in a school or similar setting, and supervising cleaning staff.
2. Able to supervise and motivate a team of cleaning staff inspiring a positive attitude to work and effective delivery of the cleaning program.
3. Experience of setting up cleaning programmes and allocating work amongst the team so that absences and changes of circumstances can be responded to flexibly and effectively.
4. Able to assess a situation, identify priorities and allocate a realistic work schedule to be delivered that session.
5. A strong working knowledge of COSHH for cleaning in schools or similar setting which is used by children and vulnerable adults and to have the ability to set up and manage COSHH records in accordance with statutory requirements.
6. A strong working knowledge of safe cleaning working practices which comply with the Health and Safety at Work Act 1978, other legislation and academy policies including slips trips and falls, working at height, manual handling, PPE etc.
7. Experience of setting up and ensuring that the staff use effective working practices including a colour coding system.
8. Knowledge of appropriate PPE and dress to deliver the role.
9. Evidence of being able to set up and operate a stock management system and with the support of the Business Manager to order stock so that supplies are maintained and tracked.
10. A track record of delivering quality management systems and systematic checking of staff's work.
11. Experience of training staff to use cleaning equipment and chemicals and follow policies and procedures.
12. A working knowledge of the maintenance of cleaning equipment.

##### **Desirable**

1. A working knowledge of safeguarding in schools. (Training will be given).
2. Experience of managing the performance of individual staff members and with the support of the Business Manager an organisational performance management process.
3. Experience of setting up quality management systems which have been tested and proven to work effectively.
4. A strong knowledge of cleaning materials available particularly environmental organic products.

#### **PERSONAL CHARACTERISTICS**

1. Organised, tidy and punctual with the ability to organise others and paperwork
2. Strong at verbal communication particularly in giving clear and effective instructions to staff.
3. Able to take instruction and deliver an outcome from this.
4. Able to respond flexibly to changing circumstances and to remain positive and solution focused.
5. Able to identify the strengths of staff and motivate them to improve
6. Strong attention to detail.
7. Active in proposing solutions to cleaning issues both practically and in the delivery of the service.
8. Strongly motivated to learn, undergo training and make improvements.
9. Able to be a keyholder.