

Job Description

Cleaner in Charge

Grade 3

The post holder reports to the Head Teacher and Assistant Head. Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

Main Purpose of the Job

Ensure that a comprehensive high quality cleaning service is delivered to maintain high standards of cleanliness in the internal and external appearance of school buildings, undertaking cleaning duties within schools.

To supervise a team of staff as required.

To provide staff training to achieve high standards of appearance of the interior and exterior of school buildings.

Main Duties and Responsibilities

1. Ensure that all duties are undertaken in a safe and responsible manner in accordance with requirements under Health and Safety regulations, established safe systems of work and City Council policies, practices and procedures.
2. Ensure all cleaning staff understand the Health and Safety requirements etc as outlined above and work in line with the systems and practices pertaining to that work.
3. Supervise and train cleaners to ensure that all tasks are carried out in accordance with procedures and to the required quality standards to deliver a customer focused service ensuring the highest possible standards of presentation of school buildings and their immediate vicinity.
4. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
5. Monitor the quality of service in buildings and provide quality control reports as appropriate.
6. Keep accurate records of staff attendance, certify time sheets, keep daily work records and complete all other paperwork required as part of the wage payment process.
7. Control all keys needed for access to rooms and ensuring all procedures are observed in respect of building security, energy conservation and confidentiality of information.

8. Ensure effective stock control of cleaning equipment and materials including care of equipment, materials and the storage areas used in cleaning the building.
9. Identify and report building and equipment faults promptly.
10. Provide an efficient and effective removal, storage and waste disposal.
11. Prepare rooms for use, including identifying and reporting of building and equipment faults to ensure the room is suitable for use by the customer and clear rooms after event.
12. Ensure all cleaning staff are provided with a uniform.
13. Implement agreed staff rotas and work schedules.
14. Participate in training as required.

Where the post holder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

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For this job we are looking for:

Ability to organise the day-to-day workload of the team, determining work and resource priorities to ensure effective service delivery.

Ability to work as part of a team or individually.

Ability to communicate face-to-face and by telephone with people within or outside the schools on various matters related to your area of responsibility.

Ability to carry out cleaning functions and associated duties to specified standards.

Knowledge and experience of building cleaning services.

Ability to produce short, factual reports on building cleaning.

Ability to calculate charges for cleaning services from defined schedules.

At least 2 years experience of providing building cleaning services in a variety of environments.

Personal Style and Behaviour

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

Commitment to continuous service improvement.

Personal commitment to self development.

Willingness to work flexibly and to undertake any other duties which contribute to the delivery of City Council services.

Willingness to carry out duties with regard to the City Council's Equal Opportunities Policy.

Note: Applicants must be a Manchester Resident paying Council Tax to Manchester City Council and must hold a current full UK driving licence