

# BROCKINGTON COLLEGE – JOB DESCRIPTION

**Job Title:** Cleaning Supervisor

**Grade:** 4 (FTE £13188 to £14049)  
Actual pay 37.84% (£4990 to £5316)

**Hours:** 14hrs x 52 wks (37.84% FTE)  
3.15 pm – 5.45 pm (Mon – Fri) plus 1.5 additional hours pw

**Responsible To:** Site Manager

**Responsible For:** *Cleaners*

To support the teaching staff, to meet the academic, pastoral and other needs of students by improving the quality of teaching and learning, thereby enabling all students to achieve the full potential by;

**Job Purpose:**

Supervising the undertaking of cleaning duties in accordance with an agreed schedule and to a required standard to ensure that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise, use the School/College facilities.

## MAIN DUTIES AND RESPONSIBILITIES:

1. To supervise the School/College cleaners ensuring their work is completed to an agreed schedule and to a required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing personnel at the School/College of absences.
2. To ensure that all staff comply with Health and Safety Legislation, School/College policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Site Manager, to enable the School/College or School/College grounds to be safe and healthy places for students, staff and other users to use.
3. To manage the stock levels of equipment and materials and to request orders as needed via the Premises staff. To ensure that cleaning equipment and materials are safely maintained and stored.
4. To undertake cleaning duties as required.
5. To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
6. To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.
7. To carry out such other tasks and duties as required by the line managers appropriate to the grading of the post.

## HEALTH AND SAFETY

1. To carry out duties placed on employees placed on staff by Health and Safety Legislation.

2. To adhere to all health and safety policies agreed by the College's Governors.
3. To be aware of and adhere to C.O.S.H.H. Regulations (Control of Substances Hazardous to Health (Amendment) Regulations 1991).

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Brockington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**