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| Post title | Premises Supervisor/Cleaner |
| Core Purpose | Responsible for the provision/Supervision of a high quality cleaning service which meets the needs of the academy and ensures that cleaning standards are achieved and maintained which support the raising of standards/achievement/attainment within the Academy. |
| Line Managed by | Senior Site Supervisor |
| Line ManagementResponsibility | To manage the site cleaning operatives in their day to day duties. |
| Working time | 30 Hours per week – Full Year 11.30 am-5.30 pm |
| Salary/Grade | SCP 10 – 12 pro rata (£13,673 – £13,924) |
| CoreResponsibilitiesNB | Supervisor/Cleaning Provision. The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behavior whilst on duty* Ensuring that a first class cleaning service is delivered to all areas of the building
* Reviewing work schedules
* Ordering of cleaning materials
* Monitoring of all cleaning activities
* Ensuring all staff are aware of the Health and Safety policies and procedures COSHH Etc.
* Performance management reviews.
* Disciplinary procedures.
* Time keeping
* Rotas

  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertakenMay not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description commensurate with their . |
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|  | grade and job title. *E-ACT are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.* |
| Date | Signed |