



**VICTORIA COLLEGE BELFAST**  
**(Incorporating Richmond Lodge School)**  
2A Cranmore Park Belfast BT9 6JA

## **APPOINTMENT OF CLEANING SUPERVISOR**

### *Job Description*

**23 APRIL 2015**



**JOB DESCRIPTION:**

<b>POST TITLE:</b>	Cleaning Supervisor
<b>SALARY:</b>	Spinal Column Points 14 to 17
<b>RESPONSIBLE TO:</b>	Facilities Manager
<b>RESPONSIBLE FOR:</b>	Supervision of 16 or more staff

**JOB PURPOSE:**

To ensure the provision of a sanitary, clean and tidy environment that is consistent with the values and activities of the College, promotes a positive image of the College, and enables teachers, staff, pupils, parents and other users of the College to do so safely and hygienically.

To ensure the smooth running and effective delivery of a cleaning service across College that meets the individual requirements of the Secondary, Preparatory and Boarding Departments and complies with all relevant standards, regulations and good industry practice.

**MAIN DUTIES AND RESPONSIBILITIES:****1. SUPERVISION**

- 1.1 Supervise the activities of all cleaning staff and be accountable for the day to day delivery of the cleaning service. Supervisory duties include responsibility for:
  - the planning and co-ordination of the delivery of the cleaning service in a way that meets the requirements of the College in terms of time, quality and cost;
  - the management and allocation of duties to cleaning staff and the preparation and maintenance of a flexible daily cleaning schedule for all internal areas of the College;
  - the development and implementation of a programme for monitoring the standard of cleaning achieved across the College and the regular checking of all internal areas in order to ensure that they are cleaned to the required standard;
  - the management of staff issues relating to discipline, grievance, welfare, attendance, appraisal, coaching and mentoring;
  - the effective implementation of all relevant College policies and procedures and the ongoing monitoring and enforcement of compliance;
  - the promotion of health and safety and the raising of awareness of health and safety considerations among cleaning staff; and
  - the organisation or delivery of appropriate training for all cleaning staff.
- 1.2 Carry out induction and skills training, including refresher training and on the job training, in line with good industry practice, such training to include instruction on the safe and effective use of cleaning equipment and chemicals.
- 1.3 Ensure effective communication across the cleaning service at all levels and in all locations and the sharing of good operational practice through the scheduling of regular cleaning staff team meetings and the rotation of staff where appropriate.



- 1.4 Ensure that all records and forms in respect of cleaning staff attendance, holidays, sickness, and other types of absence are completed, authorised and forwarded to the Office Manager and Facilities Manager on a timely basis.

## **2. SECURITY**

- 2.1 Open, close and secure the premises and grounds of the College as directed by the Facilities Manager. Ensure that all windows are closed and all internal and external doors and gates are locked at the end of each working day.
- 2.3 Provide safe custody of the keys of the premises, allocate keys to cleaning staff as required, and ensure that keys used by cleaning staff are returned at the end of the working day.
- 2.4 Report any suspicious activity or breach of security to the Facilities Manager, thereby helping to ensure the maintenance of a safe working environment.

## **3. CLEANING**

- 3.1 Plan, organise and control the work of cleaning staff to ensure that the standards required by the College are achieved, it being understood that the cleaning supervisor will also be expected to personally undertake cleaning duties.
- 3.2 Plan and schedule regular cleaning work in consultation with teachers, staff and other users of the College and discuss and agree plans and schedules with the Facilities Manager.
- 3.3 Prepare the College premises for any after school activities and third party lettings. Ensure that the relevant areas are returned to the appropriate standard prior to subsequent use by the College.
- 3.4 Ensure that a responsive reactive cleaning service is provided across the College to deal with unforeseen incidents and emergencies on a timely basis, including spillages, flooding, litter, toilet cleaning, and weather related circumstances.
- 3.5 In consultation with the Facilities Manager, recommend and implement changes in cleaning practices and procedures in order to improve economy, efficiency, cleaning performance, or ease of operation.
- 3.6 Liaise with the Facilities Manager or other authorised person on day to day issues related to the provision of the cleaning service.
- 3.7 Ensure that the performance of the cleaning service meets the standards specified by the College. Check on a regular basis that all internal areas are cleaned to the relevant standard and ensure that cleaning logs are completed as specified for all internal areas.
- 3.8 Investigate any complaints received in respect of the provision of the cleaning service, take corrective action, and where appropriate, advise the Facilities Manager of the nature and outcome of each complaint. Develop and maintain an up to date complaints log.
- 3.9 Ensure that adequate supplies of cleaning consumables and materials are ordered and that appropriate stock levels are maintained within the budget allocated. Ensure that cleaning consumables and materials are properly and safely used and stored. Maintain an accurate and up to date inventory of cleaning stocks.



- 3.10 Monitor the suitability and performance of cleaning consumables and materials and advise the Facilities Manager where these items are considered inappropriate to the task.
- 3.11 Ensure that adequate supplies of cleaning equipment are requisitioned and maintained at the appropriate level within the budget allocated. Ensure that cleaning equipment is kept in good condition and properly and safely used and stored. Maintain an accurate and up to date inventory of cleaning equipment.
- 3.12 Monitor the suitability and performance of all items of cleaning equipment and advise the Facilities Manager where these items are considered inappropriate to the task. Ensure that any defects in cleaning equipment are reported immediately to the Facilities Manager and that a record of equipment repairs is kept.
- 3.13 Ensure that all cleaning staff wear the appropriate personal protective equipment and work wear when carrying out cleaning duties.
- 3.14 Redeploy cleaning staff and reschedule cleaning activities to cover for staff absences.
- 3.15 Prepare regular reports on the efficiency and effectiveness of the provision of the cleaning service for the Facilities Manager and meet regularly with the Facilities Manager to discuss and review the performance of the cleaning service.
- 3.16 Contribute to the annual review undertaken by the Facilities Manager of the effectiveness, efficiency and economy of the cleaning service as a whole and provide the Facilities Manager with the information needed to evaluate the value for money of existing working practices, resourcing levels and supply arrangements.
- 3.19 Ensure that a system is in place for reporting building and furniture defects and health and safety issues to the Facilities Manager on an accurate and timely basis.

#### **4. GENERAL CONDITIONS**

- 4.1 All duties must be carried out strictly in accordance with:
  - the Health and Safety at Work (Northern Ireland) Order 1978;
  - the Control of Substances Hazardous to Health Regulations 2002;
  - all relevant Acts of Parliament, Statutory Instruments and Regulations;
  - all relevant Codes of Practice and any other legal requirements.
- 4.2 All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.
- 4.3 The post-holder will be required to provide cover for colleagues on sick leave and to report individual absence in accordance with the policies and procedures of the College.
- 4.4 When carrying out cleaning duties, the post-holder will be required to wear the appropriate personal protective equipment and work wear, including flat-soled enclosed-toe footwear.
- 4.5 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.



4.6 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

## 5. TRAINING

5.1 The post-holder will be required to accept any training offered by the College for jobs graded at a higher level than this post. However, payment will only be made by the College where there is a requirement for the higher level duties to be carried out.

5.2 The post-holder will be required to accept any training offered by the College that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

*All of the duties and responsibilities set out above will be carried out within the context of ensuring that the College achieves its aims and objectives.*

*The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Facilities Manager, the Head of Corporate Services, the Principal, or the Board of Governors.*

**This post was subject to a read across by the Central Management Support Unit of the Education Authority on 13 April 2015 and confirmed to be equivalent to the evaluated generic post of Cleaning Supervisor Spinal Column Points 14 to 17.**

**It is acknowledged that the contents of this job description are not subject to appeal.**

