

## **Cleaner in Charge**

### **Job Description**

**Grade: GR2** - *Subject to Job Evaluation*

**1. Job Purpose**

- 1.1 Responsible to the Area Cleaning Manager for the supervision of staff. The organisation of work within an establishment, monitor the cleaning standards and carry out regular inspections.

**2. Key Responsibilities**

- 2.1 Recruitment and training of cleaning staff in consultation with the Area Cleaning Manager
- 2.2 Ensure that new employees receive Induction training
- 2.3 Supervision and allocation of work to staff
- 2.4 Responsible for keeping up-to-date records, including material usage and equipment inventory. Raise variation orders as necessary
- 2.5 Supervision of completion of time sheets
- 2.6 Completion of weekly work/summary sheets
- 2.7 Carry out cleaning duties using the appropriate materials and mechanical cleaning aids as necessary
- 2.8 Reporting the breakdown of mechanical cleaning aids as necessary
- 2.9 Attend meetings with Site Manager and Area Manager on a weekly and/or monthly basis
- 2.10 Monitor Health & Safety, COSHH and Safe Systems of Work
- 2.11 Investigate routine enquiries and complaints received from building users
- 2.12 Carry out regular inspections of premises and monitor cleaning standards
- 2.13 Such other duties as may be commensurate with the grade and nature or the post
- 2.14 Undertake training in all areas of job as necessary
- 2.15 To adhere to the ethos of the school
  - 2.15.1 To promote the agreed vision and aims of the school
  - 2.15.2 To set an example of personal integrity and professionalism
  - 2.15.3 Attendance at appropriate staff meetings and parents evenings
- 2.16 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**3. Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:

~~4. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience	Experience of cleaning	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<p><b>*Delete if not applicable</b></p> <p>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b></p> <p>Ability to manoeuvre and operate cleaning equipment.</p> <p>Ability to communicate both verbally and written.</p> <p>Ability to motivate staff.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

	Keeping of records.  Ability to prioritise work.  Able to accept and pass on instructions.  Ability to supervisor staff to complete work to daily cleaning schedule  Ability to work as part of a team	AF/I     AF/I
<b>Training</b>	Willingness to undertake all appropriate training.	AF/I
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

### **Safeguarding**

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health

assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***