

Job Description- Cleaning Manager

Function:	Cleaning -Schools
Position:	Cleaning Manager (Salary) 40 hours Split shifts -flexi (K1 Small Business Manager) 27k – 30k
Job holder:	
Date (in job since):	March 2024
Immediate manager (N+1 Job title and name):	Patricia Bowden Catering Manager
Additional reporting line to:	Lisa Gordon Account Support Manager
Position location:	Altrincham Grammar School for Boys

1. Purpose of the Job

- The Cleaning Manager is responsible for ensuring that the domestic standards of the school meet expectations of both the client and Sodexo and work within the framework of the Service Level Agreement and cleaning schedules.
- To organise the cleaning staff effectively daily and ensure the smooth operation of the cleaning service.
- Work with the Sodexo and School management team to review the cleaning methods, equipment, chemicals and provide recommendations for change on a regular basis – challenge the status quo and pro-actively seek ways of improvement.
- Manage staff absences using the Sodexo Absence policy as a guide.
- Provide Induction and training support for new and existing staff, to meet Company Standards
- Manage cover when necessary for absent cleaners if tasks cannot be distributed between frontline team.

2. Main assignments

- Take reasonable steps to minimise loss or damage to property, staff and pupils.
- Manage the team cleaning to maintain standards in the school using the Service Level Agreements, monitor standards of periodic and specific work.
- Assist in logistical support for the building including getting the school operationally ready for performances, assemblies, conferences and meetings within the school and allocated buildings.
- Recruit, induct and develop the team. Conduct regular 1:1 EPA's, huddles and meetings.
- Manage the cleaning material and equipment stock levels using the nominated suppliers.
- Monthly accounting through the EProphiT accounting system
- Work in a flexible way to ensure that all areas are staffed ensuring that the customers in the school experience the best customer service from the domestic department.
- Nurture and develop the on-site team and provide regular feedback on standards and performance.
- Maintain open communication with the Catering Manager and ensure expectations are met in the day-to-day operation.
- Attend School and Sodexo meetings as required.
- Be responsible for ensuring own training is kept up to date.
- Ensure compliance with Health & Safety legislation to develop a safety conscious culture by competing Safety walks, reporting Near Misses and accidents and reviewing Safety observations.
- Undertake any reasonable request from the Headmaster, Estates Manager and the Sodexo Management Team

3. Context and main issues

- Recruitment of staff in an affluent area
- Retention of staff
- Daily staff absences
- Cleaning in a difficult environment due to age of the school, 1200+ footfall each day
- Requirements for flexibility in working hours to cover management of split shifts, non-term weeks and school functions.

4. Accountabilities

- Responsible for cleaning budget, stock, invoicing through EProphiT
- Managing labour payroll through Kronos/My Time/UDC
- H&S compliance through DMS/IAMS
- High level of engagement from the cleaning team/ Retention of staff
- Client satisfaction – positive feedback
- Contract retention

5. Dimensions

- 14 Cleaning staff across the school estate
- 1200+ pupils attend the school.

6. Job profile

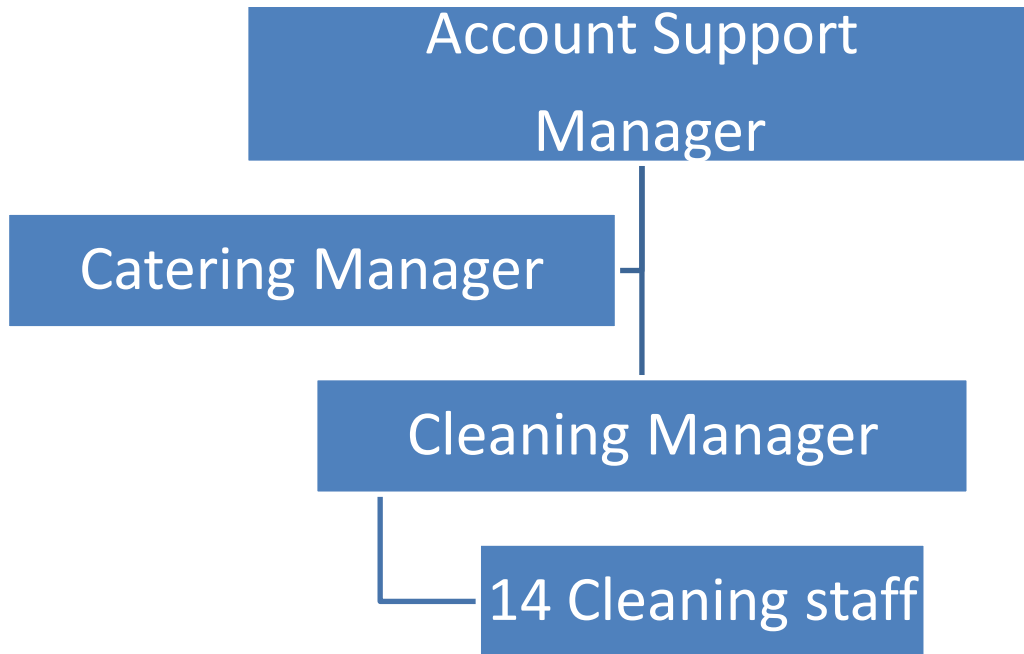
Essential

- Previous experience of managing and leading and diverse teams
- Knowledge of cleaning developments and innovations
- Previous experience of working in standards driven/compliance environment
- Strong knowledge of health and safety and COSHH regulations
- Ability to prioritise and deploy resources effectively.
- Previous experience of conducting audits and undertaking risk assessments
- Client relationship/stakeholder experience
- Influencing & negotiating skills
- Audit compliance with external auditors

Desirable

- Contract/FM experience
- IOSH/NEBOSH/FM qualification
- British Institute of Cleaning Science (BICS) qualified

7. Organization chart



Received:

Date:

Date:

Job holder

Immediate Manager