



Midsomer Norton
Schools Partnership



Home school: Buckler's Mead Academy

Job Title: Cleaning Supervisor

Grade: 4 SCP 7-10

Responsible to: Premises Manager

Hours of Work 11.40pm - 6.00pm with a 20 minute unpaid break
30 hours per week, 5 days a week
Term Time plus 5 additional days in the summer holiday

Job Purpose To monitor and supervise cleaning staff to ensure a high standard of cleaning to all areas of the school.

Main Duties & Responsibilities

- Assist with the cleaning of the school, setting high standards to ensure a clean and hygienic environment.
- To ensure adequate staffing levels are in place, with cover in all areas at appropriate times.
- To assist with recruiting staff where necessary, in line with school procedures.
- To ensure cleaning staff are appropriately trained to fulfil their duties
- To monitor effectiveness of cleaning staff and take appropriate remedial action where necessary
- To maintain adequate stocks of all cleaning and hygiene materials, including monitoring and controlling a full stock control system, ordering all necessary materials in line with the best value policy.
- To maintain Health and Safety records, including COSHH
- To maintain timesheets, holiday and absence records for cleaning staff, liaising with the school's Finance and Operations Manager.
- To undertake annual performance reviews for all cleaning staff.
- To liaise with the Site Manager regarding evening events and holiday maintenance works.

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties. There may be an increased level of physical effort required in areas for children with personal or specialist needs.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
A basic level of literacy and numeracy
Previous experience of cleaning
Works well as part of a team
Responds enthusiastically to a busy environment
Reliable and adaptable approach to work activities
Willing to work extra hours
Approachable and friendly
Able to • Reach overhead and below the knees, including bending, twisting, pulling and stooping • Use electronic devices to communicate
Desirable
To have held a supervising role previously

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Post Holder:

Name:

Signature: _____

Updated August 2026