



JOB DESCRIPTION

| | |
|-------------------------|--|
| POST TITLE: | Cleaning Supervisor |
| RESPONSIBLE TO: | The School Caretaker of equivalent |
| GRADE: | Band 2 (SCP 4) |
| PURPOSE OF POST: | To oversee the cleaning team to ensure all areas are cleaned in line with the school's quality procedures and work programmes in a safe and efficient manner |

Main duties/responsibilities

1. To oversee and direct the cleaning team to ensure that all areas are cleaned to a high standard which including the following:
 - Toilets and washrooms
 - Offices and classrooms
 - Corridors and walkways
 - School halls*(Please note this list is not exhaustive)*
2. To respond to communication with customers / clients and colleagues
3. To ensure that a high standard of work is maintained in accordance with Quality Systems
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. The post holder must carry out their duties with full regard to the Academy's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
6. To comply with health and safety policy and systems including COSHH regulations, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
7. Undertake any training as required to complete the above duties
8. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
9. Behave according to the relevant Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

10. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: September 2025

PERSON SPECIFICATION

Cleaning Supervisor

Key

- A Application form including personal statement**
S Selection Process including interview
R Employment References
C Certificates
D Enhanced Disclosure and Barring Services Criminal Check

| Criteria number | Criteria | Essential / Desirable | Stage identified |
|-----------------|--|-----------------------|------------------|
| | Qualifications | | |
| 1. | COSHH training | D | A,C |
| | Experience & Knowledge | | |
| 2. | Previous experience of supervising a cleaning team | D | A,S,R |
| 3. | Previous cleaning experience in either industrial or contract setting | E | A,S,R |
| 4. | Knowledge of Health and Safety practices at work | D | A,S,R |
| 5. | Awareness of child protection issues | D | A,S,R |
| | Skills | | |
| 6. | Good verbal communication skills | E | S,R |
| 7. | Experience of working with a range of people | E | A,S,R |
| 8. | Ability to maintain high standard level of cleaning | E | S,R |
| | Personal Attributes | | |
| 9. | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | E | A,S,R,D |
| 10. | Good teamworking and ability to get on with others whilst maintaining a professional attitude to work | E | S,R |
| 11. | Ability and commitment to understand and comply with school and Trust policies and procedure | E | S |
| 12. | Self-motivated and enthusiastic approach to work | E | S, R |
| | Special Requirements | | |
| 13. | Commitment to safeguarding pupils and suitability to work with young people | E | D |
| 14. | Ability to form and maintain appropriate relationship boundaries with children | E | D |

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: September 2025

