



Nunnery Wood High School

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Cleaning Supervisor Application Pack **September 2026**

All applications must be made on eTeach,
or Gov.uk Teaching Jobs application form
CVs will not be considered

Closing date for applications: **Wednesday 14th October at noon**
For more information or to arrange a visit, contact the personnel team on 01905 363623



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Nunnery Wood High School

Job Title:	Cleaning Supervisor
Location:	Nunnery Wood High School, Worcester
Salary:	Scale 3 (Pt 5) £16,133 (25hpw) - £19,359 (30hpw)
Contract Type:	Permanent 25-30 hours per week, term time plus 50-60 hours
Responsible To:	Premises Team leader then Operations Manager
SLT Link:	Director of Business and Operations
Start Date:	As soon as possible

About Nunnery Wood High School

Nunnery Wood High School in Worcester is a vibrant and forward-thinking educational institution that offers a wealth of opportunities for both students and staff. It is oversubscribed and popular, reflecting its strong reputation in the community, with continued investment in both staff and facilities to maintain and enhance the quality of education and working environment. The school consistently achieves fantastic exam results and outstanding outcomes for all students, regardless of their starting point, demonstrating its commitment to excellence and inclusive education.

Situated on a spacious 15-acre campus, part of which forms a shared site with the adjacent Sixth Form College and Sport Complex, the school benefits from extensive facilities, including a fully equipped fitness suite, an all-weather outdoor pitch, and an athletics track. The school is also well-regarded in the community, which benefits from access to its theatre, large halls, and gym.

The school is committed to academic excellence, fostering traditional values such as politeness, hard work, and respect. Students are encouraged to explore their interests through a diverse range of subjects and extracurricular activities, creating a well-rounded education.

For staff, Nunnery Wood High School offers a supportive and inclusive work environment. Employees benefit from a host of amenities designed to promote well-being and work-life balance, including private health insurance, access to reduced rates at the on-site Nunnery Wood Sports Complex, free parking, electric vehicle charging points, and fitness suite. The school prides itself on its welcoming and friendly team, making it an excellent place to work and grow professionally.

Safeguarding Statement:

All staff at Nunnery Wood High School are committed to safeguarding and promoting the welfare of children. This role is exempt from the Rehabilitation of Offenders Act 1974 and amendments to the Exemptions Order 1975, 2013 and 2020. Any job offer will be conditional on the satisfactory completion of pre-employment safer recruitment checks, including an enhanced Disclosure and Barring Service check and barred list check.

Cleaning Supervisor Job Purpose:

This is an excellent opportunity for a committed and well-organised individual to supervise and support the school's cleaning team. The Cleaning Supervisor plays a key role in ensuring that Nunnery Wood High School provides a clean, safe, and welcoming environment for students, staff, and visitors.

This role is designed to align with the times when the cleaning team is on site. Evening cleaners work 16 hours per week, typically Monday–Thursday from 3.05pm to 6.20pm, and Fridays until 6.00pm.

The Cleaning Supervisor will work core hours between 1.30pm and 6.30pm, ensuring appropriate supervision before, during, and after the cleaning shift. Additional earlier hours may be required to support wider school needs, respond to operational requirements, and fulfil supervisory duties such as stock checks, inspections, and coordination with the Operations Manager and Premises Team Leader.

The post is offered on a term time only + 50-60 hours basis, based on a 25 to 30 hour working week for contractual and pay purposes. The total contracted hours for this role will be a minimum of 25 hours per week, up to a maximum of 30 hours per week, with final working hours agreed with the successful candidate. For posts of this nature the annual salary is calculated and divided by 12 months to ensure a consistent monthly income.

The supervisor will also be required to oversee stand-down hours, during which deep cleaning and enhanced cleaning tasks take place, ensuring that these activities are completed safely, effectively, and to the required standard.

If you are a reliable, organised individual with high standards and a commitment to supporting the school community, this role offers a rewarding opportunity in a friendly and collaborative environment.

Key Responsibilities

Supervision & Daily Operations

- Supervise and support the cleaning team to ensure all areas meet required standards.
- Monitor daily cleaning routines and maintain consistent quality across the site.
- Carry out regular spot checks, inspections, and quality assurance activities.
- Support with staff induction, training, and routine updates.
- Provide practical cleaning support where necessary, including during staff absence or high-demand periods.
- Assist with rota coordination, timesheet checks, and arranging absence cover.

Cleaning Standards & Site Care

- Ensure all classrooms, offices, corridors, toilets, and communal areas are cleaned to a high standard.
- Respond to urgent or reactive cleaning requests promptly.
- Support scheduled deep cleans, holiday works, and stand-down periods requiring enhanced cleaning.
- Report maintenance issues and coordinate with the Operations Manager and Premises Team Leader to support site needs.

Health, Safety & Compliance

- Ensure compliance with COSHH regulations and safe handling of chemicals.
- Promote safe working practices across the cleaning team.

- Ensure cleaning equipment is properly maintained, safe to use, and stored correctly.
- Maintain accurate records, including training logs, equipment checks, safety information, and completed tasks.

Stock & Equipment Management

- Monitor stock levels of cleaning materials and consumables.
- Submit timely orders and maintain appropriate stock rotation and organisation.
- Ensure all equipment is cleaned, maintained, and reported for repair when needed.

Communication & Coordination

- Work closely with the Operations Manager and Premises Team Leader to ensure cleaning schedules support school events, room usage, and operational requirements.
- Communicate effectively with staff, contractors, and other stakeholders.
- Support wider premises operations where appropriate and reasonable.

Additional Information:

- The role is term time only plus 50-60 hours, contracted and paid on the basis of up to 30 hours per week.
- Actual working hours will be between 25 and 30 hours per week, with the final agreement made with the successful candidate.
- Evening cleaning operates Monday–Thursday 3.05pm–6.20pm and Friday until 6.00pm.
- The Cleaning Supervisor will work core hours 1.30pm–6.30pm, with flexibility for earlier starts as required.
- The postholder will be expected to wear appropriate workwear and ID in line with school policy.
- Mandatory training may include safeguarding, COSHH, manual handling, and health and safety.
- Duties may evolve with school needs and will be reviewed with the postholder

Qualifications & Training

Criteria	Essential	Desirable
Basic literacy and numeracy skills	✓	
Training or certification in COSHH, manual handling, or Health & Safety	✓	
First Aid training or willingness to undertake training		✓
Supervisory or team coordination training		✓

Experience

Criteria	Essential	Desirable
Experience of working in a cleaning, facilities, or premises environment	✓	
Experience supervising or coordinating the work of others	✓	
Experience using cleaning equipment, materials, and chemicals safely and effectively	✓	
Experience in a school or educational setting		✓
Experience supporting deep-cleaning or project-based cleaning		✓

Knowledge & Skills

Criteria	Essential	Desirable
Understanding of cleaning standards across a large or multi-room site	✓	
Knowledge of COSHH requirements and safe use of chemicals	✓	
Awareness of Health & Safety practices in the workplace	✓	
Ability to plan and monitor cleaning routines and schedules	✓	
Ability to carry out quality checks and maintain high standards	✓	
Good communication skills, both written and verbal	✓	
Ability to use basic digital tools (email, logging tasks, completing online forms)	✓	
Ability to work flexibly and respond to changing priorities	✓	
Awareness of safeguarding responsibilities in a school environment		✓

Personal Qualities

Criteria	Essential	Desirable
Reliable, punctual, and trustworthy	✓	
Strong attention to detail and pride in maintaining high standards	✓	
Ability to supervise, motivate, and support others	✓	
Proactive and able to use initiative when required	✓	
Calm, professional, and approachable manner	✓	
Ability to work independently and as part of a team	✓	
Commitment to safeguarding and promoting the welfare of children	✓	

Other Requirements

Criteria	Essential	Desirable
Ability to work core hours of 2.00pm–6.30pm, term time + 2 weeks	✓	
Willingness to work additional earlier hours as required	✓	
Ability to oversee stand-down periods and deep-cleaning tasks	✓	
Enhanced DBS check (required prior to appointment)	✓	
Suitable level of health and physical fitness to undertake the role	✓	