

# Job Description

## Cleaning Supervisor



Penryn  
College

"Achieving through Challenge"

### Post:

Cleaning Supervisor

### Responsible to:

Premises Manager/ Assistant Premises Manager

### Working hours:

37.5 hrs per week

### Grade / Salary:

C2 £23,340 FTE

### Main purpose of the Role:

Are you an organized and motivated individual with a passion for maintaining high cleanliness standards? Penryn College is seeking a dedicated Cleaning Supervisor to join our team and ensure our school environment remains clean, safe, and welcoming for students and staff alike.

### Duties and Responsibilities:

- Supervise and lead a team of cleaning staff to ensure all areas of the school are cleaned to a high standard.
- Develop cleaning schedules and ensure they are adhered to throughout the school premises, including classrooms, corridors, restrooms, and common areas.
- Conduct regular inspections to ensure the cleanliness of the building meets the required standards.
- Train and support the cleaning team, providing guidance on safe and effective cleaning practices.
- Manage stock levels of cleaning supplies and equipment, placing orders when necessary.
- Ensure compliance with health and safety regulations, including the use of cleaning chemicals and equipment.
- Report any maintenance or repair issues to the Premises team as needed.
- Be responsible for cleaning certain areas of the school site.
- Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.

Carry out the following duties as required:-

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets etc.
- All defects/hazards must be immediately reported to the School Operations Manager/Premises Manager.
- Ensure correct policy and procedures are maintained including Health and Safety,
- COSHH, Manual Handling
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated
- Ensure all PPE issued is worn at all times
- Display wet floor signs when cleaning floors

### General Duties and Responsibilities:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for Health and Safety in the work place.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

### Requirements:

- Previous experience in a supervisory role, ideally within a cleaning or facilities management environment.
- Strong leadership and team management skills.
- Ability to work independently and as part of a team.
- Excellent attention to detail and commitment to maintaining high standards of cleanliness.
- Knowledge of health and safety practices, including COSHH regulations.
- Good communication and organizational skills.

### Benefits:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic school environment.
- Training and professional development opportunities.

If you take pride in creating clean and safe environments and are looking for a rewarding role within a supportive school community, we would love to hear from you!

### How to Apply:

To apply for this position, you will need to complete and submit a formal application using our Penryn College application form. We are unable to accept any CVs. This should be emailed to [vacancies@penryn-college.cornwall.sch.uk](mailto:vacancies@penryn-college.cornwall.sch.uk) or mailed to the School address:

Mrs Becky Withers, HR Manager - Kernick Rd, Penryn, TR10 8PZ.

Join us in ensuring a clean and healthy learning environment for the future generation!