

Job Description

Job Title	Cleaning Supervisor		
Location	The Park School		
Reporting to (job title)	Facilities Manager		
Grade	D		
Number of Weeks	41		
Number of Hours	Monday to Friday 3pm until 6.30 pm, term time only Plus 3 weeks' school holiday deep cleans 4 non-pupil days – to be confirmed		
Permanent/FTC	Permanent		
Effective date of JD		JE Job Number	0975

Job Purpose including main duties and responsibilities:

To lead and supervise the cleaning function across the school site, ensuring a consistently high standard of cleanliness, safety, and hygiene. The role ensures effective deployment, performance management, and development of the cleaning team (12 people) to meet operational and compliance standards.

Main duties and responsibilities:

Cleaning Operations & Standards

- Oversee the cleaning of all areas of the school site to agreed standards
- Conduct daily monitoring of cleaning activities, productivity, and outcomes
- Carry out routine and formal inspections, addressing any deficiencies promptly
- Ensure all designated areas are clean, safe, and fit for purpose for students, staff, and visitors
- Develop, implement, and monitor cleaning schedules, including deep cleaning programmes

Team Leadership & Management

- Supervise, organise, and allocate cleaning staff to designated areas
- Act as the primary point of contact for the cleaning team during shifts
- Manage staff absence, performance, and conduct in line with school policies

- Conduct:
 - Return-to-work meetings
 - Inductions and probation reviews
 - Annual appraisals and objective setting
- Deliver training and ongoing support to ensure adherence to cleaning standards
- Promote a culture of accountability, teamwork, and high performance

Planning & Resource Management

- Produce and maintain weekly, monthly, and termly cleaning rotas
- Adjust deployment in response to staff absence and operational needs
- Plan and oversee holiday deep cleaning, ensuring full site coverage
- Monitor and control stock levels of cleaning materials and equipment
- Arrange timely replenishment and repair of equipment

Compliance, Health & Safety

- Ensure compliance with all Health & Safety and fire regulations
- Enforce safe working practices, including COSHH requirements
- Maintain clean, organised, and safe cleaning storage areas
- Report defects or hazards promptly to the Premises Supervisor or Facilities Manager

Communication & Coordination

- Conduct daily handovers with the Premises Supervisor
- Maintain clear communication regarding issues, risks, or operational needs
- Liaise effectively with colleagues across the school
- Provide updates and reports to the Facilities Manager as required

Security & Site Responsibility

- Act as key holder where required
- Ensure the premises are secured following cleaning operations
- Maintain high standards of housekeeping across all cleaning areas

Daily Operational Structure

- Review staff attendance and availability
- Adjust rotas and prioritise work according to staffing levels
- Conduct return-to-work meetings where required
- Undertake daily spot checks against standards including:
 - Cleaning quality
 - Equipment use
 - Efficiency
 - Health & Safety

Adhere to the Cleaning Priority Levels -

Level 1 (Critical – completed daily):

- Toilets
- Bins
- Food Technology rooms
- Wiping Tables, Door Handles and Touchpoints

Level 2:

- Vacuuming and Floors (classrooms and offices)
- Science rooms
- Staff kitchens and communal areas
- Front office

Level 3:

- Wiping chairs, phones, and touchpoints

Person Specification

Essential

- Experience in industrial or commercial cleaning
- Knowledge of Health & Safety and COSHH requirements
- Strong organisational skills and attention to detail
- Ability to lead, motivate, and manage a team effectively
- Good communication and interpersonal skills
- Reliable, self-motivated, and disciplined

- Flexible and proactive approach
- Commitment to safeguarding and promoting the welfare of children

Desirable

- Previous supervisory experience
- Experience working within a school or large organisation

Performance Indicators & Standards

Performance will be measured against the following key indicators:

Cleaning Quality

- Achieve **minimum 90–95% audit score** in cleaning inspections
- Ensure **100% completion of Level 1 priority areas daily**
- Resolve identified issues within **24 hours**
- Maintain **low complaint levels** (no more than 2 substantiated complaints per half term)

Team Management

- Maintain staff absence below agreed threshold (e.g. ≤5%)
- Complete 100% of return-to-work interviews within 24 hours
- Deliver 100% of appraisals within required timeframe
- Ensure all new staff complete induction within 3 working days

Planning & Delivery

- Issue rotas on time and accurately (100%)
- Adjust staffing daily to ensure full coverage
- Deliver 100% completion of deep cleaning programmes with sign-off

Compliance & Safety

- Achieve 100% compliance with H&S and COSHH requirements
- Maintain zero major safety breaches
- Ensure full compliance with PPE and uniform standards
- Complete regular inspections of cleaning stores with 100% pass rate

Resources & Equipment

- Maintain zero stock shortages impacting service delivery
- Complete monthly stock checks
- Report faults within same working day and resolve within 5 working days

Communication

- Complete daily handovers (100%)
- Ensure all issues are logged and escalated within the same shift
- Deliver at least one team briefing per half term