Job Description

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| **Job Title:** | Cleaning Supervisor |
| **Location** | St John Plessington Catholic College and St Mary’s Catholic College |
| **Responsible To:** | Area Cleaning Manager |
| **Salary Grade:**  **Contract:** | Band C, scale point 4 - 5 £24,404 - £24,790 FTE (£13.00 £13.20 per hour)  This is a part-time, permanent contract. This post is 20 hours per week, 52 weeks per year. |

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| **Key Purpose of Job**  To supervise and contribute to the cleaning of designated areas across both school sites, ensuring high standards of cleanliness, hygiene, and safety are consistently maintained. The role also includes overseeing cleaning staff, managing supplies, and supporting the day-to-day coordination of cleaning services. |

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| **Main Duties and Responsibilities**   * Supervise all cleaning staff and ensure that the cleanliness and appearance of the facilities are maintained to a high standard. * Oversee the disposal of waste and recyclables in designated areas in line with school policies. * Monitor stock levels and order cleaning and janitorial supplies as needed through the appropriate channels. * Ensure cleaning chemicals are correctly stored, appropriately labelled, and that COSHH data is up to date and accessible. * Ensure compliance with colour-coding protocols across all cleaning areas. * Report any maintenance or repair issues to the Site Manager, log them in the school system, and follow up as required. * Monitor adherence to cleaning schedules, ensuring all weekly tasks are completed within the agreed timeframes. * Ensure compliance with health and safety standards and safeguarding requirements, including proper equipment use and defect reporting. * Carry out and lead additional cleaning tasks as directed by the Area Cleaning Manager or Site Manager. * Provide cover for outdoor cleaning duties and grit spreading, when required. * Operate and train staff on the use of powered cleaning machinery, maintaining up-to-date training records. * Foster a positive working environment and effective team relationships through regular communication and on-site presence. * Maintain professional communication with the Area Manager, responding promptly and appropriately to any feedback. * Collaborate with the Cleaning Area Manager to develop action plans if cleaning standards are not met. * Provide hands-on support with cleaning duties during staff shortages or urgent situations. * Ensure accurate recording of attendance through site sign-in procedures. * Ensure adequate daily and holiday cover to meet the school’s cleaning needs. * Monitor compliance with uniform and PPE requirements for all cleaning staff. * Support staff who may require additional guidance or development to meet expected standards. * Identify on-site training needs, deliver in-house training where appropriate, and maintain records of training provided. * Perform any other reasonable duties necessary to ensure the efficient delivery of the cleaning service. |
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| **Supervision / Line Management Responsibilities of the post**  This role is responsible for the effective management and service provision of the cleaning operation on site |

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| **Working Environment & Conditions of the post**  The role is performed inside school college sites |

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| **Other Duties** To undertake additional duties as required, commensurate with the level of the job.To contribute to the effective working of the HFCMAT.  1. Maintain positive, professional relationships with students, parents/carers and teachers.  To participate in induction training, staff review processes and professional development opportunities.All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles. 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled. 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures. 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based. 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. 6. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warning. 7. convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. 8. Assist with Recruitment and selection process for new team members. 9. Ensure cleaning equipment is kept in clean and working order. |

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.*Person Specification

| Area | Job Requirements | Essential/Desirable | Evidence |
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| A. Qualifications and Professional Development | Willingness to continue professional development | E | A, I, R |
|  | Supervisory or management training or willingness to undertake | D | A, I, R |
| B. Experience | Experience of working in a similar role | E | A, I, R |
|  | Experience of supervising staff in a facilities or cleaning environment | E | A, I, R |
|  | Experience in monitoring cleaning standards and conducting staff training | D | A, I, R |
| C. Knowledge/Skills | Appropriate use of equipment and products associated with general cleaning | E | A, I, R |
|  | Knowledge of COSHH and Health & Safety practices in a school setting | E | A, I, R |
|  | Ability to implement and monitor cleaning schedules | E | A, I, R |
|  | Ability to identify training needs and deliver basic in-house training | D | A, I, R |
| D. Communication | Ability to work without direct supervision | E | A, I, R |
|  | Ability to communicate effectively with students, managers, staff, contractors, when required | E | A, I, R |
|  | Good standard of oral and writing skills | E | A, I, R |
|  | Ability to maintain accurate records and provide reports as required | D | A, I, R |
| E. Personal Qualities | Ability to work flexibly according to the needs of the service | E | A, I, R |
|  | Ability to work on own initiative and within the team | E | A, I, R |
|  | Commitment to promoting a safe and clean environment for pupils and staff | E | A, I, R |
| F. Technology/IT Skills | Use of Microsoft Office software | D | A, I, R |
|  | Familiarity with electronic stock ordering or site management systems | D | A, I, R |
| H. Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E | A, I, R |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R – Reference