

# Cleaning Supervisor

## Candidate Pack

**Salary:** MAT2 SCP 3-4

£24,796 - £25,185

(£15,079 - £15,315)

**Contract Type:** Permanent

**Contract Term:** Part-time,  
all year round, 22.5 hours per  
week

**Location:** The Heath  
School, Clifton Road,  
Runcorn, WA7 4SZ



# Cleaneing Supervisor

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## Hours

22.5 hours per week

## Closing Date

5th January 2026 @ 5pm

At The Heath School, we care for our staff, as we care for our students, their health and well-being are paramount as we understand the pivotal role our staff play in the development of our school and its students. Our staff work incredibly hard but equally, we work hard to ensure their work is as effective as possible.

We are seeking a dedicated Cleaning Supervisor who will be responsible for providing a clean, health and safe environment to support the school's aim to provide a high-quality education for all students.

Our school sits in the heart of the community of Runcorn and has been an extremely popular choice for students and parent/carers for many, many years. We are oversubscribed with 1200 students on roll. We have consistently been the highest performing school in the area, outcomes have been extremely positive and are in line or above national average and students have moved on to achieve their aspirations. However, we do not pride ourselves only on our academic performance but on our student-centered approach and the range of opportunities we provide our students through our curriculum and through our extra-curricular offer.

That is The Heath Standard.

## About The Heath Family Trust

Our school is a member of the Heath Family Trust alongside seven schools across the north west. We are highly collaborative and supportive of each other. Continuous professional development is driven by the Trust and we have a strong offer for staff at all stages of their development. We are part of a local strategy focusing on increasing choice and diversity in education encompassing innovative approaches to curriculum, teaching and learning, leadership and management. We place an emphasis on talent management, developing leaders and enhanced professional development for all staff.

The Heath Family (NW) is committed to safeguarding and promoting the welfare of children, and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable).

# Job Description

<b>Post Title</b>	Cleaning Supervisor
<b>Accountable to:</b>	School Principal
<b>Line Manager:</b>	Site Manager
<b>Accountable for:</b>	Cleaning Staff
<b>Overall purpose of the post:</b>	
<p>The Cleaning Supervisor is responsible for both leading and actively participating in the cleaning operations across the site, ensuring a safe, hygienic, and well-maintained environment for staff, visitors, pupils and service users. This role combines hands-on cleaning duties with the supervision of cleaning staff, monitoring standards, coordinating schedules, managing supplies, and ensuring compliance with health, safety, and quality standards.</p>	
<b>Principal Duties and Responsibilities:</b>	
<p><b>Typical work activities will include:</b></p> <p><b>Supervision &amp; Leadership</b></p> <ul style="list-style-type: none"><li>• Lead, supervise, and support the cleaning team to ensure high standards of cleanliness are consistently maintained.</li><li>• Organise staff rotas, daily schedules, and task allocations to ensure adequate coverage across all required areas.</li><li>• Provide training, guidance, and ongoing support to new and existing cleaning staff.</li></ul> <p>Monitor staff performance and address issues promptly and fairly.</p> <p><b>Hands-On Cleaning Duties</b></p> <ul style="list-style-type: none"><li>• Carry out cleaning tasks to a high standard, including sweeping, mopping, dusting, sanitising surfaces, emptying bins, and cleaning toilets and communal areas.</li><li>• Assist with deep-cleaning projects and specialised cleaning tasks as required.</li></ul> <p>Demonstrate correct use of cleaning equipment and materials to the team.</p> <p><b>Cleaning Standards &amp; Quality Control</b></p> <ul style="list-style-type: none"><li>• Carry out regular inspections of all areas to ensure they meet required cleanliness and hygiene standards.</li><li>• Identify areas needing improvement and implement corrective actions.</li></ul> <p>Ensure compliance with organisational cleaning protocols, infection-control procedures, and health and safety legislation including COSHH.</p>	

# Job Description

## Operational Management

- Ensure cleaning equipment is used correctly and safely, reporting any faults or maintenance needs.
- Manage stock levels of cleaning materials and supplies, placing orders as required and controlling usage to reduce waste.

Maintain accurate records, including cleaning schedules, checklists, incident reports, and staff attendance.

## Health, Safety & Compliance

- Ensure all staff follow safe working practices, including correct use of PPE and adherence to COSHH regulations.
- Report hazards, risks, and accidents immediately and participate in risk assessments with the assistance from the site manager when required.

Promote a culture of safety, cleanliness, and responsibility within the team.

## Safeguarding & School Requirements

- Follow the school's safeguarding policies and report any concerns to the Designated Safeguarding Lead (DSL).
- Maintain confidentiality regarding pupils, staff, and school operations.
- Undertake an Enhanced DBS check prior to starting employment.

Ensure cleaning practices adhere to school health and safety policies, including emergency procedures.

## Communication & Teamwork

- Act as the main point of contact for cleaning-related issues or queries.
- Work collaboratively with other departments to ensure operational needs are met.
- Communicate clearly and professionally with staff, management, and external contractors when required.

## Other

Engage with appropriate training and development opportunities to promote the professional effectiveness of this role.

## Supplementary Support

Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/vision and values of The Heath Family (NW)

Attend and participate in meetings outside of normal working hours if required.

## Notes:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Participate in training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Other duties agreed from time to time by the post holder with their Line Manager.

Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

# Person Specification

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b>		
Previous experience in a cleaning or janitorial role, preferably in a school or large public building	X	
Experience supervising a team of cleaning staff	X	
Basic literacy and numeracy skills to complete records and report accurately	X	
Knowledge of cleaning chemicals, equipment and materials including COSHH regulations	X	
Experience of working with third party service providers	X	
Awareness of health and safety legislation and good hygiene practices	X	
Understanding of safeguarding responsibilities within a school environment is desirable		X
<b>Skills, Abilities and Personal Qualities</b>		
Ability to lead and motivate a team effectively	X	
Strong organisational skills, with the ability to plan rotas and manage workload	X	
Excellent communication and interpersonal skills	X	
Reliable, trustworthy and able to maintain confidentiality	X	
Ability to work independently and as part of a team	X	
Flexible and adaptable approach to work, including occasional duties outside standard hours if required	X	
Attention to details and commitment to maintaining high standards of cleanliness	X	
Patience, resilience and empathy when working in a school environment	X	
Ability to manage in a very busy environment and remain calm under pressure	X	
<b>Suitability to work with children</b>		
Enhanced DBS clearance is required for this position	X	

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

**Application closing date:** 5th January 2026 - 5pm

**Shortlisting Date:** 7th January 2026

**Interview Date:** TBC



# About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.



# We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

