

Cleaning Services Lead

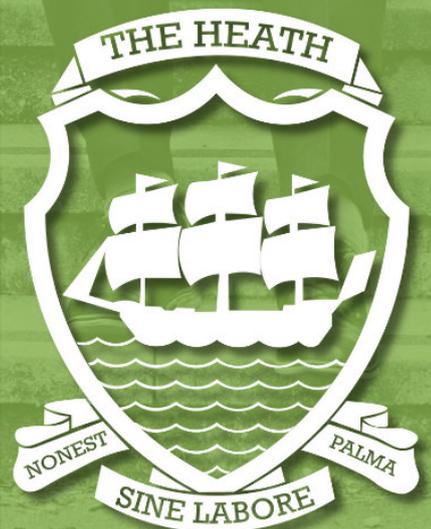
Candidate Pack

Salary: MAT 3 (£25,583 to £25,989)

Contract Type: Permanent

Contract Term: 37 hours

Location: The Heath School,
Clifton Road, Runcorn, WA7 4SY



Cleaning Services Lead

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MAT 3 (£25,583 to £25,989)

Contract Type

Permanent

Hours

37 hours

Closing Date

12th March 2026

About the Role

Cleaning Services Lead 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. The role is primarily based at The Heath School, where the postholder holds supervisory responsibility for the site cleaning team.

In addition to site-based duties, the post holder will provide practical support and guidance to other schools across the Trust in relation to cleaning provision. This may include supporting the implementation of cleaning standards, advising on effective cleaning practices, assisting with cover or set-up arrangements where required, and promoting consistency of approach across Trust sites.

The 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, both at The Heath School and, where required, across the wider Trust.

About The Heath School

The Heath is a highly successful, oversubscribed school at the heart of the Runcorn community. We are proud of our strong academic outcomes, which consistently at or above national averages; and of our wide-ranging extra-curricular programme. Our student-centred approach, underpinned by The Heath Standard, ensures all pupils are supported to achieve their aspirations.

At The Heath School, staff wellbeing and development are at the heart of what we do. Many colleagues have grown their careers here, and our Principal is a proud former student.

We offer:

- A supportive, collaborative environment within school and across the Trust
- A positive teaching culture with maximum 42/50 lessons per fortnight (reduced for leadership roles)
- Extensive evidence-based training and professional development opportunities
- Non-pay-related performance management
- Access to an Employee Assistance Programme
- A flexible approach to personal leave requests Staff wellbeing support including flu jabs, social events, and even fortnightly cake!

Job Description

Supervision & Leadership

- Lead, supervise, and support the cleaning team at The Heath School to ensure high standards of cleanliness are consistently maintained.
- Organise staff rotas, daily schedules, and task allocations to ensure adequate coverage across all required areas at the base site.
- Provide training, guidance, and ongoing support to new and existing cleaning staff.
- Monitor staff performance and address issues promptly and fairly.
- Provide practical support and professional guidance to cleaning staff at other schools across the Trust, as required, to help maintain consistent cleaning standards and effective working practices

Hands-On Cleaning Duties

- Carry out cleaning tasks to a high standard, including sweeping, mopping, dusting, sanitising surfaces, emptying bins, and cleaning toilets and communal areas.
- Assist with deep-cleaning projects and specialised cleaning tasks as required.
- Demonstrate correct use of cleaning equipment and materials to the team.
- Support other Trust schools with hands-on cleaning or cover arrangements where required, for example during short-term staffing shortages or enhanced cleaning requirements.

Cleaning Standards & Quality Control

- Carry out regular inspections of all areas to ensure they meet required cleanliness and hygiene standards.
- Identify areas needing improvement and implement corrective actions.
- Ensure compliance with organisational cleaning protocols, infection-control procedures, and health and safety legislation, including COSHH.
- Support the monitoring and promotion of consistent cleaning standards across Trust schools, sharing good practice and supporting improvements where needed.

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.
- Provide advice and support to other Trust schools regarding cleaning processes, equipment use, and effective stock management where requested.

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 of the Site Manager when required.
- Promote a culture of safety, cleanliness, and responsibility within the team.
- Support Trust-wide compliance with health and safety requirements relating to cleaning activities, including infection control and safe systems of work.

Job Description

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.
- Maintain safeguarding awareness when working across other Trust sites and adhere to each school's safeguarding procedures.

Communication & Teamwork

- Act as the main point of contact for cleaning-related issues or queries at the base site.
- Work collaboratively with other departments to ensure operational needs are met.
- Communicate clearly and professionally with staff, management, and external contractors when required.
- Liaise with colleagues at other Trust schools to support cleaning provision, share best practice, and resolve cleaning-related issues when requested.

Other

- Engage with appropriate training and development opportunities to promote the professional effectiveness of this role.
- Contribute to Trust-wide initiatives aimed at improving cleaning standards, efficiency, and consistency of provision.

Undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job.

The Heath is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification

PERSON SPECIFICATION		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
Previous experience in a cleaning or janitorial role 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
Skills, Abilities and Personal Qualities		
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	
Suitability to work with children		
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.

Application closing date: 12th March 2026

Shortlisting Date: 13th March 2026

Interview Date: W/C 20th March 2026



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)

