

## JOB DESCRIPTION

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| <b>Position Title:</b>   | <b>Cleaning Supervisor</b>   | <b>Date Finalised</b> | January 2026 |  |  |  |
| <b>Contract Type:</b>  | Permanent  |                       |              |  |  |  |
| <b>Hours:</b>  | <p>25 hours per week (3pm – 8pm, Monday until Friday)</p> <p>This is a term time contract is for 44 weeks per year, however the academic year is only 39 weeks. Consequently, the balance of days is to be worked either as extra hours in term time (e.g., staff meetings/training) or during school holiday periods, the actual details to be agreed between the line manager and the candidate and are subject to the needs of the school. Employees are expected to attend school for CPS INSET days.</p> <p>Non-teaching staff are required to take their own holidays during the school holiday periods.</p> |                       |              |  |  |  |
| <b>Department:</b>   | Operations   |                       |              |  |  |  |
| <b>Team</b>  | Cleaning   |                       |              |  |  |  |
| <b>Reports to:</b>   | Lead Caretaker   |                       |              |  |  |  |
| <b>Job Summary/Purpose</b>   |  |                       |              |  |  |  |
| <p>The Cleaning Team consists of part-time staff who provide a cleaning service to the whole school. The main role of the Cleaning Supervisor is to assist in the day to day running of the cleaning teams to keep the school clean and tidy. It also involves supervising and training cleaning team members to ensure the highest standards are met and maintained.</p> <p>The work of the Cleaning Supervisor is allocated by the Lead Caretaker via weekly briefings which focus on daily tasks required as well as any additional/specific tasks required.</p>  |  |                       |              |  |  |  |
| <b>Primary Responsibilities</b>  |  |                       |              |  |  |  |
| <p>The primary responsibilities of the Cleaning Supervisor are to:</p> <ul style="list-style-type: none"> <li>• oversee the work of the cleaning staff to a high standard according to the cleaning schedule setting out daily and weekly cleaning tasks;</li> <li>• supervise a team of cleaners and provide them with support and guidance;</li> <li>• obtain details of daily priorities from the Lead Caretaker and allocate priority tasks to cleaning staff;</li> <li>• allocate tasks to ensure adequate cover for absent cleaners, whether it is a planned absence or unplanned through sickness or other emergencies;</li> <li>• provide relief cover for sickness and holidays where required;</li> <li>• report health and safety issues/serious behaviour issues to the Lead Caretaker or, in their absence, the duty site team member;</li> <li>• undertake cleaning duties and be responsible for their own designated areas for a period of 3 hours a day.</li> <li>• involved with recruitment, induction &amp; training.</li> <li>• ensure all cleaning equipment is in good working order and to deal with issues as they arise.</li> <li>• organise and conduct training sessions as required, ensuring that all training is correctly recorded.</li> <li>• have excellent knowledge of COSHH regulations and be able to advise cleaning staff of the regulations as required;</li> <li>• deal with all concerns raised quickly and professionally.</li> <li>• ensure that cleaning chemicals tools and equipment are used appropriately by team members and that supplies are ordered in time.</li> <li>• ensure all areas are covered by managing the team's hours effectively.</li> <li>• take part in the organisation's performance management process and to undertake training as required.</li> <li>• be responsible for your own health and safety in the workplace.</li> <li>• comply fully with all the organisation's policies including health and safety, equal opportunities and data protection.</li> </ul> |  |                       |              |  |  |  |

The Cleaning Supervisor is expected to maintain the high expectations we have of our staff and students and must adhere to the school policies.

The responsibilities of the Cleaning staff include all internal areas that the pupils and staff have access to across the school.

It is essential that the Cleaning Supervisor is flexible in their approach to the work as requirements can change unexpectedly, sometimes at very short notice. There is also a requirement to occasionally undertake physically demanding working including use of heavy equipment, stretching to reach difficult/high areas as well as exposure to potentially dirty, unpleasant and hazardous areas (e.g. toilets).

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| <b>Are there line management responsibilities?</b>  | No |
| <b>Other relationships within the school i.e. which parts of the school will this role work closely with?</b>   |    |
| Wider Site team members   |    |
| <b>External relationships i.e. which external stakeholders will this role work closely with?</b>  |    |
| N/A   |    |
| <b>Critical Skills</b>  |    |
| <ul style="list-style-type: none"><li>Excellent communication skills</li><li>Accuracy and attention to detail</li><li>Excellent organisational and prioritisation skills, able to manage a range of competing demands</li><li>Ability to take and give instructions clearly and follow up to see they are carried out to the required standard.</li><li>Proactive, able to think laterally when required</li><li>Adaptable and flexible</li><li>Positive team leader with a helpful and friendly approach</li><li>Ability to motivate a diverse team</li><li>Ability to work calmly and accurately under pressure</li><li>Ability to work well as part of a team and using own initiative</li></ul> |    |

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|--|---------------------------|
| <b>What financial responsibility (if any) does this position have?</b> |                           |
| N/A  |                           |
| <b>Experience, Qualifications, Technical Requirements, Education</b>   | <b>Required/Preferred</b> |

GCSE English/Maths Grade C or above, or equivalent  
At least two years' experience supervising a team  
Previous experience in a Cleaning or Housekeeping Team  
Previous experience working a school  
Computer literate with Microsoft Office skills including Word, Outlook and Excel

*Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.*

*Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.*