Job Description	
Post:	Cleaning Supervisor
Pay Scale:	Grade 5 SCP 12-17
Main Location:	School-based

Purpose of the role

To lead, supervise and coordinate the cleaning function across the school site, ensuring that high standards of cleanliness, hygiene, health & safety and presentation are maintained throughout all teaching, administrative and communal areas. The postholder will manage cleaning staff, monitor standards, allocate resources effectively and support the wider facilities management of the school environment.

Main Duties

- Day to day supervision of the cleaning team to ensure a high quality cleaning service is delivered across the school site.
- Prepare, allocate and monitor work schedules and cleaning programmes, ensuring staff resources are deployed effectively to meet operational requirements.
- Conduct regular inspections and audits of classrooms, school offices, toilets, communal and other areas to ensure high standards are achieved and maintained.
- Monitor staff performance, provide guidance and support, address performance concerns and promote a positive and productive team culture.
- Undertake staff management responsibilities including induction, training, appraisal, attendance monitoring and return to work meetings, as appropriate.
- Ensure compliance with health and safety requirements including COSHH, manual handling regulations, risk assessments and safe systems of work.
- Maintain appropriate records and documentation relating to cleaning schedules, inspections, accidents, training, stock control and compliance.
- Manage the ordering, storage and control of cleaning materials, consumables and equipment and ensure stock levels are maintained.
- Assist in the management of cleaning supplies budgets through effective procurement, stock control and resource planning.
- Monitor the condition, maintenance and safe operation of cleaning equipment, reporting faults promptly and arranging repairs or replacements.
- Liaise effectively with school leaders, site staff, contractors and external suppliers to ensure cleaning issues are addressed promptly.
- Respond appropriately to emergency cleaning situations including spillages, infection control and incidents affecting the cleanliness of the school premises.
- Support the preparation of school facilities for examinations, events, lettings and other activities, ensuring areas are clean and ready for use.
- Review cleaning practices and procedures regularly and recommend improvements to enhance efficiency, quality and value for money.
- Promote environmentally sustainable cleaning practices and the efficient use of resources, contributing to the Trust's environmental objectives.
- Coordinate and oversee periods of deep cleaning programmes to ensure premises remain safe, hygienic and fit for purpose.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
Relevant Health & Safety training or willingness to undertake training	Essential	A/I/C
Supervisory or team leader qualification	Desirable	A/I/C
First aid qualification	Desirable	A/I/C
Knowledge & Experience		
Experience of supervising or leading cleaning staff in a school or similar environment	Essential	A/I
Experience of working within a secondary school or educational setting	Desirable	/I
Experience of allocating work, monitoring performance and maintaining service standards	Essential	A/I
Experience of conducting quality inspections and addressing performance issues	Essential	A/I
Working knowledge of health and safety legislation, including COSHH and safe systems of work	Essential	A/I
Experience of maintaining records, schedules and compliance documentation	Essential	A/I
Experience of supporting induction and training of new staff	Desirable	A/I
Technical Skills & Abilities		
Ability to organise, prioritise and coordinate cleaning across a large site	Essential	A/I

Ability to supervise, motivate and support a team to achieve high standards	Essential	A/I
Ability to undertake cleaning quality inspections and implement improvements where required	Essential	A/I
Ability to safely use cleaning equipment, machinery and products	Essential	A/I
Ability to interpret and implement risk assessments, method statements and COSHH assessments	Essential	A/I
Good written and verbal communication skills with ability to maintain accurate records and complete required documentation	Essential	A/I
Special Working Conditions		
Ability to undertake manual handling tasks associated with cleaning operations, including manual handling	Essential	A/I
Ability to work with chemicals and hazardous substances in accordance with safety regulations	Essential	A/I
Flexibility to support school events, emergency cleaning requirements and deep cleaning	Desirable	A/I
Personal characteristics		
Ability to build positive relationships with pupils, staff and other stakeholders	Essential	A/I
Excellent team player and ability to work independently	Essential	A/I
Professional, reliable and adaptable	Essential	A/I
Resilient and able to remain effective under pressure	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R