



Job Description: Cleaning Supervisor

Contract Term:	Permanent Post
Hours:	16.25 hours per week (3pm to 6.15pm Monday to Friday)
Pay Range:	PARIS BAND 3 (points 6-11 £25,989 to £28,142) Actual: £11,650 to £12,615 pending annual uplift
Reporting to:	Site Manager

Stretford Grammar School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Job Purpose:

Key Responsibility

The Cleaning Supervisor is responsible for supervising all cleaning staff, monitoring their performance and standards, and ensuring appropriate conduct in carrying out their daily duties. The postholder ensures that a high-quality cleaning service is delivered consistently across all areas of the school.

Specific Responsibilities

1	Key Tasks
-	Ensure all staff maintain the cleanliness of their designated areas and uphold high and consistent standards.
-	Supervise the school's cleaning staff, ensuring that all duties are completed according to agreed schedules and required standards.
-	Manage staffing shortages and ensure appropriate arrangements are made to maintain cleaning standards.
-	Monitor staff attendance and report absences to the appropriate school personnel.
-	Ensure all staff comply with Health and Safety legislation, school policies, and safe working practices relating to the use of the school premises and grounds.
-	Report any breaches of safety regulations, policies, or other safety concerns to the Site Manager to help maintain a safe and healthy environment for students, staff, and visitors.
-	Manage stock levels of cleaning equipment and materials and request orders through the Premises Team as required.
-	Undertake cleaning duties as required.

-	Move furniture and other items as necessary to facilitate the effective completion of cleaning duties
-	Report any health and safety hazards, defects, or concerns to the Site Manager.
-	Work with the Site Manager to address staffing matters, including attendance management, disciplinary issues, recruitment, and retention.
-	Maintain accurate, up-to-date, and confidential records, including, but not limited to, health and safety risk assessments, staff worksheets, accident reports, COSHH documentation, training records, inspection records, and any other documentation required to support the effective operation of the cleaning service.
-	Work with the Site Manager to develop staff rotas and coordinate deep-cleaning schedules during school holiday periods.
-	Manage staff workloads to ensure a fair distribution of duties across all areas.
-	Conduct regular quality assurance and spot checks to ensure cleaning standards are consistently maintained.
2	The school – All employees are expected to :
-	Adhere to and consistently implement all school policies and procedures
-	Ensure that all areas of the school are maintained to a high standard
-	Taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions at work
-	Using any protective clothing or equipment provided
-	Reporting promptly any accidents, illnesses, unsafe working conditions, unsafe practices, or dangerous occurrences.
-	Cooperating with the Headteacher in achieving the objectives of the school's Health and Safety Policy
-	Reporting promptly to the Headteacher any issues that may lead to a breach of health and safety regulations.
3	Health and Safety – All employees are responsible for :
-	Complying with all health and safety rules and procedures relevant to their area of work.
-	Taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions at work.
-	Using any protective clothing or equipment provided.
-	Reporting promptly any accidents, illnesses, unsafe working conditions, unsafe practices, or dangerous occurrences.
-	Cooperating with the Headteacher in achieving the objectives of the school's Health and Safety Policy
-	Reporting promptly to the Headteacher any issues that may lead to a breach of health and safety regulations.

4	Safeguarding
-	To ensure that you are aware of the key policies relating to safeguarding and play an active part in keeping children safe in school
5	Core Values
-	Display a deep commitment and empathy to the values and vision of the school through the demonstration of Ambition, Respect and Endeavour in daily work and ensuring every child has an opportunity to 'shine'.
-	High standards of professionalism with regards to confidentiality and discretion
-	A Willingness to take on other roles and responsibilities within the team
-	Be able to conduct your work with empathy, kindness and good humour
-	Genuine passion and belief in the potential of every student
-	Commitment to the safeguarding and welfare of all students
6	About this Job
-	This job description outlines the main duties and responsibilities associated with the post. It is not intended to be an exhaustive list of all duties undertaken by the postholder. The postholder may be required to undertake other duties that are commensurate with the grade and responsibilities of the post, as reasonably directed by the Headteacher or Business Manager. This job description will be reviewed annually and may be amended following consultation with the postholder, Business Manager, Headteacher, or their representative.
-	The Governing Body is committed to the safeguarding and welfare of children and young people. It expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.
Signed:	
Date:	

Post: Cleaning Supervisor

Personal Qualities and Attributes	Essential	Desirable	Evidenced by
Willingness to manage staff effectively and with dignity and respect	✓		Application
Willingness to take responsibility for standard of work carried out by cleaning team.	✓		Application
Willingness to participate in further training and development opportunities offered by the school, to further knowledge	✓		Application
Willingness to maintain confidentiality on all school matters	✓		Application
Will need to be able to manage some heavy lifting	✓		Application
Work as part of a team	✓		Application
Willingness to attend all statutory training	✓		Application
Willingness to be DBS checked	✓		Application
Specific Skills, Experience and Knowledge			
Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.	✓		Interview
Knowledge of COSHH and the safe use of chemicals.	✓		Application/ Interview/
Knowledge of cleaning best practises.	✓		Interview/ Observation
Experience of managing staff	✓		✓
Ability to demonstrate commitment to Equal Opportunities	✓		✓
Respect and professionalism	✓		✓
Experience of undertaking a range of cleaning duties	✓		✓
Ability to work effectively and supportively as a member of the school team	✓		✓
Ability to work in an organised and methodical manner	✓		✓
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		✓
Being physically capable	✓		✓
Understanding and following safety rules	✓		✓
Understanding of health and safety regulation	✓		✓
Time management of themselves and others and multitasking	✓		✓
Level of maths and English comprehension	✓		✓
A commitment to the responsibility for and practices concerned with the promotion of the welfare and safeguarding of young people	✓		Application/ Interview

