



WOLVERHAMPTON GRAMMAR SCHOOL

CLEANING SUPERVISOR

PERMANENT, PART-TIME ROLE, ALL YEAR ROUND
FULL TIME SALARY: £30,538
ACTUAL SALARY: £20,359 (SP30)

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.



We are seeking a highly organised, proactive and experienced Cleaning Supervisor to lead our team of 18 housekeepers working across morning, daytime and evening shifts at Wolverhampton Grammar School. This is an excellent opportunity for an individual with experience in housekeeping, cleaning services, facilities management or school operations to play a key role in maintaining a safe, clean and welcoming environment for pupils, staff and visitors.

If you wish to apply, please complete an application form and send to recruitment@wgs-sch.net. For more information about the School, please visit www.wgs.org.uk or contact Carrie Clines on 01902 421326.



CLOSING DATE FOR APPLICATIONS: Monday 5th October 2026 at 9.00am



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



79%

Grade 9-6 (A*-B equivalent) awarded at GCSE



76%

A* to B grades awarded at A Level



A school community that inspires openness, trust and mutual respect

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YOUR ROLE AS CLEANING SUPERVISOR

Job Summary

Line Manager: Estates Manager
Contract: Permanent, Part time.
Working Hours: Monday to Friday, 2.00pm to 7.00pm. However, flexibility will be required on occasion to attend meetings, training, staff development activities and operational requirements.
Salary : Full Time Salary: £30,538 Actual Salary: £20,359.00 (SP30)

Reporting to the Estates Manager, the successful candidate will have overall responsibility for the day-to-day management of the school's housekeeping function. The role involves ensuring the highest standards of cleanliness, hygiene and presentation are maintained throughout the school, while effectively managing resources, supporting and developing staff, and driving continuous improvement across the service.

Working closely with the Housekeeping Deputy Supervisor and wider Estates team, the postholder will provide leadership, direction and support to ensure efficient operations and a consistently high-quality environment for pupils, staff and visitors.

We are looking for a strong people manager with excellent organisational skills, a keen eye for detail and a commitment to delivering exceptional standards. If you take pride in leading teams, promoting a positive working culture and maintaining a safe and welcoming environment, we would be delighted to receive your application.

Job Description

Management & Supervision

- Lead, motivate and supervise the housekeeping team, ensuring high standards of performance, attendance and conduct are maintained.
- Ensure staff relationships remain courteous, professional, and appropriate; identify areas of concern to the management team.
- Implement specialist cleaning tasks when areas require additional upkeep (e.g., carpet shampooing).
- Support the Estates Manager in identifying training opportunities.
- Conduct appraisals and manage the staff appraisal system.

Operations & Scheduling

- Implement a schedule of works and reallocate tasks to cover staff absences.
- Implement work/deep cleaning schedules during holiday periods.
- Work alongside the management team to determine appropriate timescales for large-scale cleaning projects and scheduled general cleaning tasks.
- Inspect daily work performed by cleaners to maintain high levels of cleanliness and hygiene.
- Ensure cleaning products, equipment and machinery are used effectively and maintained appropriately to achieve consistent standards.

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Health & Safety

- Provide support and guidance on the safe operation of machinery, cleaning standards, and general health and safety practices.
- Issue PPE and supervise lone working where necessary.
- Ensure all cleaning standards comply with regulatory and Health & Safety requirements.

Administration & Budgeting

- Monitor cleaning material stock levels and reorder supplies when needed to ensure adequate stock is maintained and allocated appropriately.
- Administer overtime and annual leave records and ensure appropriate staffing cover is maintained.
- Complete return-to-work forms for periods of absence within the team.
- Manage annual budget allocations and provide monthly expenditure reports to the Estates Manager.
- Maintain and manage sign-in sheets for staff.

Experience & Knowledge

- Minimum of 3 years' experience in a cleaning role.
- Minimum of 2 years' supervisory experience or equivalent proven skills.
- Strong interpersonal skills and relationship management.
- Excellent knowledge and understanding of regulatory compliance.

Skills & Qualifications

- IOSH or equivalent Health & Safety qualification (desirable).
- Trained to BICS standards.
- Competent IT skills, including Microsoft applications.
- Ability to organise and prioritise workloads effectively.
- Ability to work independently and make decisions.
- Strong attention to detail.
- Good verbal and written communication skills
- Experience of managing teams within a cleaning, facilities or housekeeping environment
- Strong interpersonal skills and relationship management

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