



## **JOB DESCRIPTION**

Job Title:	<b>Cleaning Supervisor</b>
School:	<b>Ad Astra Infant School Haymoor Junior School Canford Heath Infant School Canford Heath Junior School</b>
Salary Grade:	<b>Grade A – Scale Point 2 – FTE 24404</b>
Responsible to:	<b>Headteacher</b>
Responsible for:	<b>Cleaners</b>

### **Main Job Purpose**

- 1) Carry out the cleaning of the interior of the school to an agreed standard under the direction of the Headteacher.
- 2) Ensure the highest standards of cleanliness and general hygiene of the school premises.

### **Main Responsibilities and Duties**

- 1) Organise and control the deployment of cleaners. Report any staff absences to the Headteacher.
- 2) Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- 3) Be aware of health and safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- 4) Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Headteacher.
- 5) Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- 6) Complete any appropriate records or documentation required by the school.
- 7) Contribute to the training of newly appointed cleaners.

- 8) Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.
- 9) Participate in team staff meetings when required and in development opportunities as necessary.
- 10) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 11) Retain the confidentiality of all aspects of school life.
- 12) Comply with all decisions, policies and standing orders of the Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 13) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

### **Supervision and Management of People**

- 1) Supervise the cleaning team.
- 2) No responsibility for undertaking appraisals and managing disciplinary matters, though may input into these.

### **Knowledge and Skills**

- 1) Ability to establish positive expectations and good relationships with staff.
- 2) Very good understanding of and an ability to implement the school's behaviour management and other related policy and procedures.
- 3) Effective supervisory skills essential
- 4) Excellent understanding of Child Safeguarding issues.
- 5) Basic First Aid knowledge an advantage.
- 6) Previous experience in cleaning methods and use of materials and equipment

### **Creativity and Innovation**

- 1) Whilst the post holder will follow school procedures, they may need to find creative ways to deal with routine problems and are expected to identify and feedback where procedures could be developed or improved.

- 2) The post holder needs to be able to effect behaviour management strategies to assist cleaners in resolving problems.

### **Contacts and Relationships**

- 1) Regular contact with Headteacher.
- 2) Contact with other cleaners regarding cleaning duties.
- 3) General contact with other school staff.

### **Decisions**

- 1) The post holder is required to report and record any issues or problems involving cleaning materials, equipment breakdown, and Health and Safety matters to the Headteacher.
- 2) The post holder will have some limited discretion to make decisions within an agreed framework of established alternatives.
- 3) The post holder will be required to contribute appropriately to the management of the other Cleaners.

### **Resources**

- 1) Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

### **Work Environment**

- 1) Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- 2) The cleaning duties will be undertaken indoors on school premises. This may include cleaning up of bodily fluids.
- 3) In addition to cleaning, some lifting may be required.

Prepared by: HR  
Date: September 2025

## **PERSON SPECIFICATION**

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School:	<b>Ad Astra Infant School Haymoor Junior School Canford Heath Infant School Canford Heath Junior School</b>

<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience not required</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend school-based training</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised, as well as within a team</li> <li>• Ability to utilise cleaning materials safely in accordance with Health and Safety regulations</li> <li>• Ability to handle confidential information with discretion</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school's behaviour and management policy and procedures (training provided in school)</li> <li>• Knowledge of school's fire and emergency procedures (training provided in school)</li> <li>• Knowledge of Child Safeguarding procedures (training provided in school)</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Team player</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	Application form Interview References DBS process