



John Ferneley College

Cleaning Supervisor

Job Description & Person Specification

March 2026

Responsible to: Operations Manager

Review Date: February 2027

Role Overview

The cleaning supervisor's role is to manage the day-to-day operation of the in-house cleaning provision across the school. The role involves managing and organising the cleaning team to ensure that standards are high, and the team is trained in the safe use of equipment.

Your own transport and being a good communicator are essential.

Key Accountabilities

1. Oversee all the schools team of cleaners and cleaning tasks.
2. To ensure all cleaning staff have received adequate training to fulfil their roles.
3. Undertake agreed areas of cleaning not carried out by the cleaning team.
4. Carry out cleaning audits across the school to ensure high quality standards of cleanliness across the school are maintained.
5. To monitor the work of cleaning staff to ensure the work undertaken by them and meets the required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing personnel at the school of absences.
6. Organising the holiday deep cleans across all sites, ensuring adequate staffing and stock is in place.
7. To monitor stock levels of materials, order as necessary and store appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions.
8. To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by your team are available when needed.
9. To work closely with the Operations Manager, ensuring effective management of equipment and materials purchased in line with agreed budgets.
10. To work closely with the Estates Team providing support to ensure an effective working environment.
11. To ensure that all staff comply with Health and Safety Legislation, school policy and good health and safety working practices in relation to the use of school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Estates team, to enable the school to be a safe and healthy place for students, staff and other users to be.

Any such other duties within the scope of the spirit of the job purpose, the title of the post and its grading.

General Duties and Responsibilities

1. To promote the vision of The Mowbray Education Trust.
2. Support effective Safeguarding of all young people throughout the schools.
3. To take part in personal professional development activities.
4. Adhere to school policies and procedure e.g., Equality and Diversity, Health, and Safety.
5. To cover for absent staff.
6. To contribute to the general organisation of the school.
7. To work flexibly and respond to school needs as requested by management.

Person Specification

| Education & Qualifications | Essential | Desirable |
|--|-----------|-----------|
| GCSE English and Maths (Grade C or above / 4 or above / or equivalent) | | ✓ |
| Experience & knowledge | | |
| Recent and relevant work experience in a similar role | | ✓ |
| Knowledge of basic cleaning techniques | ✓ | |
| Skills | | |
| Good communication skills, both written and verbal | ✓ | |
| Good interpersonal skills, with the ability to develop effective relationships. | ✓ | |
| Trustworthy, honest and discrete, able to maintain confidentiality | ✓ | |
| Ability to follow and understand instruction and relevant procedures | ✓ | |
| Capable of working on own initiative | ✓ | |
| Willingness to work flexibly and working extra hours as necessary to meet the needs of the Trust | ✓ | |
| Attributes | | |
| Committed to the Mowbray Education Trust values and aims | ✓ | |
| Aware of and committed towards equal opportunities | ✓ | |
| Committed to own continual professional development | ✓ | |
| Other | | |
| Is fluent in the use of the English language | ✓ | |
| Own method of transport | ✓ | |

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check and 6 months probationary period.