



Cleaning Supervisor

Job Description & Person Specification

February 2024

Responsible to:
Review Date:

Trust Estates Lead
November 2024

Role Overview

We currently have a vacancy for a Cleaning Supervisor to join our team. This is a great opportunity for a customer focused individual to join an expanding Trust, driven by a single vision which is to do our best for every single student and to create an environment where every student can thrive.

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

Your own transport and being a good communicator are essential.

Key Accountabilities

1. Oversee the School Site and the 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. To monitor the work of cleaning staff to ensure the work undertaken by them meets the required standard. Managing understaffing and ensuring variations are dealt with. Monitoring attendance and informing personnel at the school of absences.
5. Organising the holiday deep cleans on site, ensuring adequate staffing and stock is in place.
6. 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.
7. To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by your team are available when needed.
8. To work closely with the Estates Team, ensuring effective management of staff and school needs are being met.
9. To provide Estate support as and when needed.

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 organization 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.