

# Wellspring Academy Trust

## Job Description



WELLSPRING

We Make A Difference

**Post Title:** Cleaning Supervisor

**Reporting to:** Trust Cleaning Manager

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### Purpose of the post

To ensure a safe, clean, and welcoming environment for pupils and staff. The post holder will maintain exemplary hygiene standards, enforce Health & Safety and COSHH regulations, and proactively manage schedules to guarantee the delivery of the cleaning specification. Furthermore, the role performs continuous improvements by auditing performance to uphold the high expectations of the Cleaning Service.

### Responsibilities

#### 1. Team Supervision & Training

- Supervise the cleaning team daily to optimise the cleaning facility and ensure efficient use of resources within the academy.
- Instruct and train both new and current cleaners in best cleaning practices, manual handling, and the safe operation of cleaning machinery.
- Monitor and order of cleaning materials and consumables as required.

#### 2. Operational Cleaning & Service Delivery

- Carry out routine and non-routine cleaning duties across the academy.
- Ensure that both personal work and the team's output consistently deliver the service exactly as described in the school cleaning specification.
- Safely use cleaning equipment, machinery, chemicals, and products as necessary, which includes the requirement to safely lift and carry equipment across the site.

#### 3. Quality Assurance & Auditing

- Conduct regular reviews of performance to maintain the high standards expected of the Cleaning Service.
- Identify areas where the cleaning specification is not being met and take immediate corrective action with the team.

#### 4. Health, Safety, Compliance & Security

- Undertake and enforce safe working practices across the team in strict accordance with Health and Safety standards.
- Strictly adhere to COSHH assessments, particularly ensuring the correct use of Personal Protective Equipment (PPE) when handling cleaning chemicals and products.
- Undertake specified Health and Safety training as required by the Trust, and ensure the wider team's training is up to date.
- Act as a keyholder, providing opening, locking up, and alarm duties for all designated sites to ensure the security of the academy in line with the Building Security Policy.

### Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required

**Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

**Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

**DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.



# Wellspring Academy Trust

## Person Specification

**Post Title:** Cleaning Supervisor

Section	Information	Essential / Desirable	How Identified
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>No formal qualifications are required as training will be provided.</li> <li>Willingness to undertake any appropriate training relevant to the post</li> </ul>	Essential Essential	Application/ Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous cleaning experience</li> </ul>	Essential	Application/ Interview
<b>General and Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of health and safety</li> <li>COSHH regulations</li> </ul>	Essential Essential	Application/ Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>The ability to work on own initiative and lead a team</li> <li>The ability to perform tasks including lifting, carrying and climbing</li> <li>Ability to follow instructions</li> <li>Ability to adhere and lead a team to adhere to a specification of works</li> <li>Good communicator</li> </ul>	Essential Essential Essential Essential Essential	Application/ Interview Application/ Interview Application/ Interview Application/ Interview Interview
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Experience of providing performance support to colleagues</li> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.</li> <li>Operate with the highest standards of personal/professional conduct and integrity.</li> <li>Willing to undertake training and continuous professional development in connection with the post.</li> <li>Work in accordance with the Trust’s values and behaviours.</li> <li>Able to undertake any travel in connection with the post.</li> <li>Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</li> <li>A commitment to safeguarding and promoting welfare for all.</li> </ul>	Desirable Essential  Essential Essential  Essential Desirable Essential  Essential  Essential	Application/ Interview Interview  Interview Interview  Interview Interview Interview  Interview  Interview