



Warwick  
Schools  
Foundation



## Information for Applicants

**Cleaning Supervisor**

**To start: June 2026**

# Welcome from the Foundation Principal



**Thank you for the interest you have shown in the role of Cleaning Operative.**

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Cleaning Supervisor to help the busy and thriving facility services in the Cleaning Department.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
**Foundation Principal**



# About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and in 2025 will extend its educational provision to boys as well as girls all the way from 3-18.

More information about the schools may be found on their websites:

[www.warwicksschool.org](http://www.warwicksschool.org)

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

More information on the Foundation can be found at:

[www.warwicksschoolsfoundation.co.uk](http://www.warwicksschoolsfoundation.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



# Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Cleaning Manager.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

## Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource



# Job Description

## Post Title:

Cleaning Supervisor

## Hours of Work:

Shift rotation Monday to Friday between 06:00–15:00, 08:00–17:00, and 11:00–20:00 (all with a 1-hour unpaid lunch), plus participation in a rota working one Saturday in every three.

## Salary range

£21,161 to £21,437

## Location

Warwick Schools Foundation

## Start Date

June 2026

## Reporting Lines

The post holder will report to the Cleaning Manager

## Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## Responsibilities

- To lead in support of the Cleaning Manager in the provision of a large team of cleaners providing a cleaning service for the school(s) and functions held within the school premises.
- To work closely with the Cleaning Manager and the Facilities Resources office regarding reporting staff leave, sickness and any other cleaning staff related matters.

- To carry out return to work interviews with cleaning staff.
- Be a first line of support for cleaning staff for any work or personal related matters.
- The ability to Intervene early where performance, attitude or standard of work is not satisfactory in providing the high levels of standards the schools expect, including carrying out recorded conversations where necessary.
- Provide the Cleaning Manager with daily cleaning schedules during term time, including weekends, and deep cleaning schedules during periods of school holidays.
- To attend school and event operational meetings.
- To ensure that cleaning staffing rotas/shifts are in place and adequate cover is arranged for all holiday, absence and sickness periods, working with external agency staff when required.
- Undertake stock reports and controls of all cleaning and janitorial supplies on site in liaison with the Cleaning Manager.
- Ability to provide basic induction and training for cleaning staff on COSHH and best cleaning practices.
- Ensure all cleaning areas are staffed adequately, providing cover where required.
- To ensure that all equipment is fit for purpose, electrical PAT tests are within dates in advance of all shifts and that chemicals and cleaning materials are being stored correctly in accordance with the Foundations COSHH Policy.
- Carry out regular building audits to ensure high cleaning standards are maintained, providing documented reports to the Cleaning Manager. Communicating areas of improvement with cleaning staff following the audits via the communication processes in place.
- To assist the Cleaning Manager in Emergency Evacuation Procedures for all cleaning staff.
- Assist the Cleaning Manager in the management and supervision of any contractors and/or agency staff.
- Support the Cleaning Manager to ensure that risk assessments and COSHH documentation is in place and accessible to all cleaning staff and recorded for all cleaning materials used and stocked on the estate.
- Ensure all cleaning materials are stocked, stored and secured safely in designated COSHH cabinets providing recorded audits to the Cleaning Manager monthly.
- To assist the Cleaning Manager with all other building\staff-related compliance policies and regulations relating to cleaning staff.
- To ensure that staff always follow the relevant Health and Safety policies and procedures.
- To assist the Cleaning Manager with recruitment, induction and performance management of the cleaning staff, always ensuring compliance with safeguarding regulations.
- Report and facilities and maintenance issues via the Facilities help desk.
- Report and near misses, accidents or incidents via reporting system.

# Job Description

## Additional duties

- To provide ad-hoc operational support across all school sites as required, including short-notice cover for absences or events.
- To assist in the coordination and delivery of special cleaning projects, including deep cleans, seasonal works, and event preparations.
- To support continuous improvement initiatives by identifying efficiencies in cleaning practices, staffing deployment, and resource use.
- To maintain clear and effective communication with cleaners, and other departments to ensure smooth daily operations.
- To assist in monitoring and improving staff attendance, punctuality, and overall engagement.
- To support the implementation and use of digital systems for audits, reporting, and task management (e.g., compliance tools or inspection platforms).
- To contribute to maintaining a positive team culture, promoting professionalism, accountability, and high standards of service.
- To assist in resolving minor operational issues and escalate more complex matters to the Cleaning Manager where appropriate.
- To support training refreshers and toolbox talks to reinforce standards, safety procedures, and best practices.
- To ensure readiness for inspections, audits, and external visits by maintaining consistent standards across all areas.
- To assist with onboarding logistics, including uniform distribution, ID coordination, and initial site familiarization.

- To contribute to sustainability practices, including reducing waste, managing consumables efficiently, and promoting environmentally responsible cleaning methods.
- To undertake any other duties reasonably requested by the Cleaning Manager in line with the needs of the service.
- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Health and Safety

As an employee, you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Functional English Language skills</li> <li>• Basic key skills</li> </ul>	<ul style="list-style-type: none"> <li>• City &amp; Guilds Cleaning and Support Service Skills</li> <li>• BICS Cleaning Supervisor's Certificate</li> <li>• First Aid at Work</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous cleaning supervisory experience</li> <li>• COSHH Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience supervising or leading a cleaning team</li> <li>• Experience working within a school or educational setting</li> <li>• Involvement in audits, inspections, or quality assurance processes</li> <li>• Experience supporting performance management, training, or staff development</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use manual cleaning equipment including vacuums</li> <li>• Good communication skills with a focus on providing excellent customer service</li> <li>• Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support staff development, coaching, or on-the-job training</li> <li>• Experience dealing with performance or attendance issues in a supportive manner</li> <li>• Confidence liaising with managers, teachers, or external contractors</li> <li>• Experience using digital inspection, audit, or task-management systems</li> <li>• Ability to use cleaning machines such as but not limited to mechanical floor cleaners, upholstery cleaning equipment, steam cleaners</li> <li>• Excellent IT skills proficient in Microsoft Office</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• A willingness to undergo any training that is required</li> <li>• A can-do attitude to problem solving</li> <li>• People focused individual who wants to support and encourage colleagues</li> <li>• Flexibility to adjust shifts to meet the operational requirements of the Foundation</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people, and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Understands safeguarding and maintains professional boundaries with children and young people, ensuring a safe and respectful environment.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of Equality and Diversity, treating all individuals fairly and respectfully in a school environment.</li> </ul>

# Further Details

**Working hours:** 8 hours per day / 40 hours a week

**Working weeks:** 35.4 weeks, however the successful candidates may be expected to work part of their summer holiday during their 1<sup>st</sup> year.

**Pay Banding:** 13-16

## Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks' annual holiday plus public holidays.
- Staff Fee remission at our Warwick Campus.
- Death in Service benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

## Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



## Appointment Timetable

Completed applications should be submitted to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

Deadline for submission of applications

(on the standard application form): 8th June 2026, may close earlier if suitable applicant found

Interview date: To be confirmed

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Warwick Independent Schools Foundation, a registered charity, number 1088057  
A company limited by guarantee; Registered in England; company number 4252305  
Registered office: Warwick School, Myton Road, Warwick CV34 6PP