



JOB DESCRIPTION

Role Title	Department	Reports to
Cleaning Manager	Site	Site Manager

**PURPOSE**

To lead and manage the school’s cleaning function to ensure a consistently high standard of cleanliness, hygiene, and safety across the entire site.

The role involves direct line management of the Cleaning Supervisor and team, alongside planning, monitoring, and delivering both daily and periodic cleaning programmes. Operational oversight of the site operatives on shift will also be required.

**DIMENSIONS**

Direct Reports	Budget Responsibility
Cleaners Cleaning Supervisor  Operational oversight of Site operatives will also be required during evening shifts	None

**PRINCIPAL ACCOUNTABILITIES**

**Supervisory**

- To provide advice, support and guidance to a team of cleaning and site staff, acting as a point of escalation when needed.
- Set and maintain clear expectations and standards, ensuring accountability across the team.
- Manage staff attendance, performance, and conduct in line with Academy and Trust procedures, policies and expectations.

**Cleaning standards and monitoring**

- Develop, maintain and monitor daily schedules for the cleaning team, ensuring that tasks are appropriately prioritised and the allocation of tasks across the team is fair.
- Adjust staffing and schedules to meet operational needs and school events
- Plan, organise, and manage the delivery of a structured periodic cleaning programme during school holiday periods

**Stock & Equipment**

- Oversee regular checks and maintenance of cleaning equipment, ensuring all equipment is safe, compliant, and fit for purpose.

- Manage stock control of cleaning materials and consumables.
- Ensure compliance with COSHH regulations for storage and use of chemicals

**Audits, Health and Safety and Compliance**

- Carry out regular cleaning inspections and audits
- Maintain records of standards and identify areas for improvement
- Maintain accurate documentation for inspections, risk assessments, and audits.
- Implement corrective actions to maintain high hygiene standards
- Prepare reports for the Site & Caretaking Co-ordinator on cleaning performance and issues
- Identify and report hazards, defects, or maintenance issues promptly
- Perform the Evacuation Manager role for emergency evacuations

**Security**

- Act as a designated key holder to the school, with responsibility for opening up and locking down the site before and after shifts, as needed.
- Ensure all areas are secured after cleaning (windows closed, doors locked)

**Training and development**

- Develop and manage the induction and training of newly appointed team members
- Promote best practice in cleaning methods, safety, and equipment use.
- Support the development and upskilling of the Cleaning Supervisor and team.

**Cleaning duties**

- Carry out routine cleaning duties as needed to support the team

**Site duties**

- To oversee the wider Site team’s completion of compliance checks
- Point of contact and escalation for onsite queries and resolution of these
- Provide “hands on” assistance for setting up and clearing down school events

**General Duties**

- Act as a key point of contact for cleaning-related matters
- To undergo all necessary training as required
- Report any safeguarding concerns in line with school policy

Carry out any other reasonable cleaning and site duties requested by management

**PERSON SPECIFICATION**

Qualifications/Education/ Training	<ul style="list-style-type: none"> <li>• GCSE Maths and English, grade C or equivalent</li> </ul>
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Experience/Skills	<ul style="list-style-type: none"> <li>• Proven experience in a cleaning role, ideally within a school, public sector, or large facility</li> <li>• Experience supervising or leading a team of staff</li> <li>• Strong understanding of cleaning methods, equipment, and products</li> <li>• Strong understanding of health and safety legislation, including COSHH</li> <li>• Strong organisational skills with the ability to manage rotas and workloads effectively</li> <li>• Ability to supervise, motivate, and support a team to maintain high standards, even under pressure</li> <li>• Experience in performance management, including addressing underperformance</li> <li>• Ability to carry out cleaning audits and implement improvements</li> <li>• Good communication skills (written and verbal)</li> <li>• Ability to work both independently and as part of a team</li> <li>• Competent in basic administrative tasks (e.g. record keeping, stock control, ordering)</li> </ul>
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> <li>• Reliable, punctual, and professional</li> <li>• High attention to detail and commitment to cleanliness standards</li> <li>• Proactive and able to use initiative to resolve issues</li> <li>• Flexible and adaptable to changing priorities</li> <li>• Positive and approachable leadership style</li> </ul>

### Further information about the role and the contractual requirements

Cleaners will be employed to work term time plus 3 weeks, with the additional 3 weeks being used to carry out deep cleaning during the school holidays, on dates to be scheduled in advance with the Site Manager.

### Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

### **Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....