

Cleaning Supervisor Job Description

Location: Little Heath School

Salary: LBR 4 Point 7 – Salary £8,151, 52 weeks

Working Hours: 10 Hours, Monday-Thursday 17:15-19:15, Friday 16:30-18:30

We are seeking a Cleaning Supervisor to manage and support our school's cleaning team, ensuring high standards of cleanliness and hygiene are maintained. This role also includes securing the premises at the end of the day and overseeing key administrative responsibilities, such as return-to-work processes, staff appraisals, and annual leave management. The ideal candidate will have experience in cleaning operations, strong leadership skills, and a commitment to creating a safe and sanitary learning environment.

Key Responsibilities:

Team Management & Cleaning Oversight:

- Supervise and coordinate a team of cleaners, ensuring all tasks are completed to high standards.
- Assign duties and create cleaning schedules to ensure proper coverage.
- Train staff on cleaning procedures, safety protocols, and the use of equipment.
- Conduct regular inspections to ensure cleanliness and hygiene standards are met.
- Provide feedback and support to staff to maintain efficiency and motivation.

Security & Lock-Up Duties:

- Ensure all classrooms, offices, restrooms, and common areas are properly cleaned before the end of the day.
- Conduct a final walk-through of the premises to check that all windows and doors are securely locked.
- Turn off unnecessary lights and electrical equipment before leaving.
- Set alarms and report any security concerns or maintenance issues to school management.
- Maintain a key register and ensure safe handling of school keys and access cards.

Staff Administration & HR Responsibilities:

- Conduct return-to-work interviews following staff absences, ensuring compliance with policies and providing necessary support.

- Lead staff appraisals, providing feedback on performance and identifying training or development needs.
- Oversee annual leave requests, ensuring adequate staffing levels are maintained at all times.
- Maintain staff records, monitor attendance, and report any issues to management as needed.

Health, Safety & Maintenance:

- Ensure compliance with hygiene, safety, and waste disposal regulations.
- Monitor and restock cleaning supplies and report stock shortages.
- Report any damages, hazards, or required repairs to the school administration.
- Implement safe storage and use of cleaning chemicals and equipment.

Requirements:

- Previous experience in a cleaning supervisor or similar role.
- Strong leadership and organizational skills.
- Knowledge of cleaning procedures, equipment, and safety regulations.
- Ability to manage a team effectively and delegate tasks efficiently.
- Experience in handling HR responsibilities, such as return-to-work procedures, appraisals, and leave management (preferred).
- Physical ability to perform cleaning duties when necessary.
- Responsible and trustworthy, with experience handling security and lock-up duties.
- Good communication skills for interaction with staff and management.
- Willingness to undergo a background check if required.

Benefits:

- Competitive salary and benefits package.
- Paid holidays and sick leave.
- Opportunities for training and career advancement.
- A supportive and positive work environment.