

POST:	CLEANING SUPERVISOR
SALARY:	H5 (£14.73 / hr; £9,854 per annum actual)
HOURS:	3pm – 6pm, Term time only + 5 days
RESPONSIBLE TO:	BUSINESS MANAGER

Job Outline

To supervise the team of cleaners to ensure the college is well cleaned and maintained.

Job Description

Working with students and staff

- Under the direction of the Business Manager, undertake the daily operational supervision of the cleaning team
- Arrange work schedules, complete timesheets, manage cover for any absences
- Manage replenishment of stock of cleaning products
- Manage replacement of cleaning equipment
- Oversee and ensure the safe use, care and storage of equipment and materials
- Manage the induction of new staff members
- Liaise with the Site Team and adult cleaners as required
- To be responsible for cleaning certain parts of the college site as directed by the Business Manager
- To follow Health & Safety procedures
- To safely use chemicals and cleaning materials in line with COSHH guidelines
- Maintain health and safety risk assessments and standards
- To operate machinery for cleaning soft and hard surfaces – vacuum cleaners, scrubber dryers, polishers – in line with correct procedures
- To maintain standards of hygiene and safety of all cleaning equipment and storage thereof
- To report any hazards, defects and any relevant factors of building or environment safety.

Specific cleaning duties include the following:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture

- Replenishing janitorial supplies in toilets, etc
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time

Other

- To attend Team meetings
- To participate in training and other learning activities, and in performance management and development, as required by the college's policies and practice

General responsibilities

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration
- ◆ To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

Person Specification

- ◆ An ability to build good working relationships with both students and adults
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Ability to work with a minimum of supervision and within a team

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

September 2025