

December 2024



Dear Applicant

Thank you for considering the position of Cleaning Supervisor at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing cleaning supervisor who will enjoy working in a school environment. You will need to be an organised and motivated individual with a passion for maintaining high cleanliness standards. You will supervise and lead a team of cleaning staff to ensure that all areas of the school environment are cleaned to a high standard.

This is a permanent position. The hours are 37.5 per week, Monday-Friday 11:30am – 6:00pm, with a 30-minute unpaid lunchbreak each day. This role is term time position, plus inset days and twelve additional days. (These days are worked during the holidays as directed by the line manager)

As this is a term time only position you are not entitled to take leave during school term. School holidays are classed as your leave and payment for leave has been included in the calculation of your salary. The salary is proportionately reduced and paid for 46.987 weeks per year.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form. Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ. The closing date for applications is 6th January 2025. Interviews will be held week beginning 13th January 2025.

Yours faithfully

Becky Withers

Becky Withers
HR Manager



Headteacher: Claire Croxall

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