#### **PENRYN COLLEGE**



#### JOB DESCRIPTION

Term time, plus Inset, plus 12 days.

Job Title:	Cleaning Supervisor
Grade:	F — (£24,678 FTE - £18,031.68 pro rata, per annum)
Hours:	30 hours per week

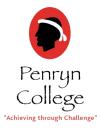
**Responsible to:** Premises Manager

# Main Purpose of Job:

Penryn College is seeking a dedicated working Cleaning Supervisor to join our team and ensure our school environment remains clean, safe, and welcoming for students and staff alike.

## **Duties and Responsibilities:**

- Manage and lead a team of cleaning staff to ensure all areas of the school are maintained and cleaned to a high standard using all the equipment provided and best practice.
- 2. Develop cleaning schedules and ensure they are adhered to throughout the school premises, including classrooms, corridors, restrooms and prestige areas.
- 3. Conduct regular inspections to ensure the cleanliness of the building meets the required standards.
- 4. To ensure all cleaning staff complete statutory training as directed and to provide support and training on excellent work practices and the safe use of machinery. To ensure staff have completed the necessary health and safety training with particular regard to the nature of the word undertaken.
- 5. Ensure the effective routine and reactive cleaning and maintenance of all machinery and equipment in line with manufacturer's recommendations and manage stock levels of all cleaning supplies.
- 6. Ensure compliance with all health and safety regulations.
- 7. Report any maintenance or repair issues to the Premises team as needed.
- 8. Schedule and manage deep cleans during the school holidays.



# **General Duties and Responsibilities:**

- 1. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- 2. To comply with individual responsibilities, in accordance with the role, for Health and Safety in the work place.
- 3. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- 4. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 5. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
- 6. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 7. To be responsible for your own continuing self-development, undertaking training as appropriate.
- 8. To undertake other duties appropriate to the grading of the post as required.

# **Experience:**

- 1. Previous experience in a supervisory role, ideally within a cleaning or facilities management environment.
- 2. Strong leadership and team management skills.
- 3. Ability to work independently and as part of a team.
- 4. Excellent attention to detail and commitment to maintaining high standards of cleanliness.
- 5. Good working knowledge of health and safety practices, including COSHH regulations.
- 6. Good communication and organizational skills.



## The Recruitment Process:

### **Application**

Applications must be received no later than 4<sup>TH</sup> November 2025, 9:00am. Applications received after this date will not be considered.

## **Shortlisting**

Shortlisting will be finalised on 5<sup>th</sup> November 2025. Shortlisted applicants will receive an email inviting them to interview. References will be taken up upon acceptance of interview. Please ensure you indicate clearly on your application form if you are happy for us to do so.

#### **Interview Process**

Interviews will be held on week commencing the 9<sup>th</sup> November 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

#### **Feedback**

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

## Taking up post

The successful applicant will take up the post as soon as possible.

# **Additional information**

For further information, please contact Becky Withers, HR Manager by email <a href="mailto:bwithers@penryn-college.cornwall.sch.uk">bwithers@penryn-college.cornwall.sch.uk</a>

## Safeguarding

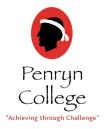
Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview prior to the closing date should an exceptional candidate apply.

Date Prepared: October 2025

Job Description Prepared by: HR Manager

# **PERSON SPECIFICATION**



Job Title: Cleaning Supervisor

Person specification prepared by: HR Manager

Date: October 2025

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant	Previous experience as a	Experience in managing	Application form.
Experience	cleaner in a similar	cleaning staff.	Application form.
Experience	environment (e.g, school,	cicarining starr.	Interview.
	healthcare of public	Experience working in an	
	buildings)	educational environment.	
	Supervisory or team		
	leadership experience in		
	cleaning or facilities role.		
Education &	Good standard of literacy and	Basic first aid training and	Application form.
Training	numeracy, equivalent to	qualification.	
	GCSE grade C / Level 4.		
		Health and Safety and	
		COSHH training.	
<u>Special</u>	Knowledge of cleaning	Basic IT skills for reporting	Application form.
Knowledge &	standards and health and	and administration.	
<u>Skills</u>	safety procedures.		Interview.
		Knowledge of stock	
	Ability to supervise, motivate	control and ordering	
	and support a team.	supplies.	
	Free Hant annual set and and		
	Excellent organizational and		
	time management skills.		
	Ability to identify and resolve		
	problems independently.		
	problems macpendentry.		
	Good communication and		
	interpersonal skills.		
	Ability to ensure compliance		
	with safeguarding and safety		
	standards.		
Leadership	Strong Leadership qualities,	Experience in	Interview.
<u>and</u>	able to delegate tasks	performance management	
<u>Management</u>	effectively.	and conducting appraisals.	
	Ability to provide training		



	and guidance to cleaning staff.		
Personal Attributes	Proactive and enthusiastic attitude.  Reliable, flexible and able to work under pressure.  High standards of personal conduct and professionalism.	Willingness to undertake further training or development.	Interview.
Commitment to Safeguarding	Demonstrates an understanding and commitment to safeguarding and child protection.  Ensures a clean and safe environment for pupils and staff.	Experience working with vulnerable groups or children.	Application form. Interview.
Additional Factors	Demonstrates a commitment to equal opportunities and diversity.  Ability to respond to emergency cleaning situations.		Application Form. Interview.