



PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Cleaning Supervisor
Grade:	F – (£24,678 FTE - £18,031.68 pro rata, per annum)
Hours:	30 hours per week Term time, plus Inset, plus 12 days.
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:

1. 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 work 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 4TH November 2025, 9:00am. Applications received after this date will not be considered.

Shortlisting

Shortlisting will be finalised on 5th 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 9th 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 bwithers@penryn-college.cornwall.sch.uk

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



	and guidance to cleaning staff.		
<u>Personal Attributes</u>	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.
<u>Commitment to Safeguarding</u>	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.
<u>Additional Factors</u>	Demonstrates a commitment to equal opportunities and diversity. Ability to respond to emergency cleaning situations.		Application Form. Interview.