

The Role

Title:	Cleaning Supervisor
Contract:	Permanent
Hours:	20hrs per week – 52 weeks per year
Salary:	£14,742 - £15,749 (FTE £27,273 - £29,137)
Start Date:	As soon as possible
Closing Date:	13 November 2026
Interview Date:	TBC

Upper Shirley High School is seeking an experienced, reliable and motivated Cleaning Supervisor to lead our cleaning team and ensure the highest standards of cleanliness across our site. This hands-on supervisory role combines team leadership with operational cleaning duties, helping provide a safe, welcoming, and inspiring environment for our students, staff, and visitors.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering value-led education. Our students are vibrant, aspirational and well-behaved. We are known for our excellent career progression routes, and we attract professionals who are willing to contribute to our sustained success.

USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. USH is pleased to be an SSAT Leadership Delivery Partner. The school was delighted to be awarded SSAT accreditation for Engaging with Evidence and Research in 2026 and for Transforming in Professional Learning in 2025.

This is an excellent opportunity for an experienced cleaner or cleaning team leader looking to take the next step in their career. You will lead a team of 12 cleaning staff.

The successful candidate will:

- Be highly motivated and demonstrate an ability to learn
- Be an effective team leader capable of motivating and supporting cleaning staff.
- Demonstrate high standards of cleanliness and attention to detail.
- Be committed to maintaining a safe, welcoming and secure environment for students, staff and visitors.
- Have a proactive approach to solving problems and improving standards.

What we offer:

- Local Government Pension Scheme
- Generous annual leave entitlement
- Access to employee wellbeing support
- Continuous professional development and training
- Free on-site parking

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email or telephone on 02380 325333. Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies.

Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.



01

Excellent CPD opportunities to support you through all stages of your career.



06

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



INDUCTION



An individual induction programme for all new staff to support your transition to USH.

02



EYE TESTS



Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

07



NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.

03



WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

08



FLU JABS



FREE Flu vaccinations for all staff on site.

04



FLEXIBLE TIME



All teachers are able to manage their PPA time flexibly and work off-site if they choose.

09



APPOINTMENTS

Flexible and generous approach to appointments and family events.

05



WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

10



Job Description

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Reporting to:	School Business Manager

Job purpose:

- To lead, support and motivate the cleaning team to ensure high standards of cleanliness are maintained throughout the school.
- To organise and allocate cleaning duties effectively, ensuring all areas are cleaned in accordance with agreed schedules and standards.
- To undertake cleaning duties alongside the cleaning team and lead by example in promoting high standards of work.
- To monitor the quality of cleaning across the school and take appropriate action to address any issues identified.
- To ensure cleaning staff are appropriately trained, supported and inducted into their roles.
- To promote a positive team culture that encourages accountability, professionalism and excellent customer service.
- To ensure that all cleaning equipment and materials are used, stored and maintained safely and correctly.
- To monitor stocks of cleaning supplies and ensure sufficient resources are available to meet operational requirements.
- To ensure compliance with Health and Safety legislation, COSHH regulations and Trust policies and procedures.
- To identify and report any hazards, defects, accidents or incidents and take appropriate action where required.
- To contribute to maintaining a safe, clean and welcoming environment for students, staff, visitors and the wider school community.
- To support the security of the school premises, including key holding and alarm duties where required.
- To communicate effectively with colleagues, contractors and school leaders regarding cleaning operations and site requirements.
- To take an active interest in personal development and keep professional skills and knowledge up to date.
- To support and promote the values, ethos and strategic objectives of the school and Trust.
- To safeguard and promote the welfare of children and young people and act in accordance with safeguarding policies and procedures.
- To monitor cleaning performance against agreed standards and take corrective action where necessary.
- To liaise with external cleaning contractors and suppliers where required.
- To ensure cleaning materials are used efficiently and contribute to achieving value for money.
- To complete all other reasonable duties commensurate with the grade of the post as directed by the Headteacher, School Business Manager or Line Manager

Key Duties:

Supervision and Team Leadership

- Supervise the day-to-day activities of the cleaning team.
- Allocate work areas and cleaning schedules to ensure all areas are cleaned to the required standard.
- Monitor the quality of cleaning and carry out regular inspections.
- Provide guidance, support and instruction to cleaning staff.
- Assist with the induction and training of new cleaning employees.
- Report performance, attendance or conduct concerns to the relevant manager.
- Promote high standards of customer service and teamwork.

Cleaning Duties

- Undertake cleaning duties as part of the cleaning team.
- Ensure classrooms, offices, corridors, halls, toilets and communal areas are cleaned to the required standard.
- Carry out periodic deep cleaning tasks as directed.
- Ensure cleaning schedules and records are completed where required.

Equipment and Resources

- Ensure cleaning equipment is used correctly and safely.
- Report faulty equipment and arrange repairs or replacements through the appropriate channels.
- Monitor stocks of cleaning materials and consumables.
- Request replacement stock in a timely manner.
- Ensure cleaning cupboards and storage areas are maintained in a safe and tidy condition.

Health and Safety

- Comply with all Health and Safety requirements, including COSHH regulations.
- Ensure safe systems of work are followed by all cleaning staff.
- Report hazards, defects, accidents and incidents promptly.
- Promote safe working practices at all times.

Security

- Support the security of the premises during cleaning operations.
- Act as a key holder where required.
- Ensure areas are secured and alarms activated in accordance with school procedures.

General

- Participate in training & development activities, and attend meetings as required.
- Undertake any other duties commensurate with the grading of the post.
- Support the school's values, policies and procedures.
- To take responsibility for, and demonstrate commitment to, own professional development.
- To engage actively in the performance management review process.

Supporting the school:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Person Specification

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Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
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Knowledge & Understanding:

Experience of cleaning in a commercial, educational or public sector environment	Maintain high standards of cleanliness throughout the school	Now	5
Experience of supervising staff	Organise and oversee the work of the cleaning team	Now	5
Knowledge of cleaning methods, materials and equipment	Ensure cleaning tasks are completed safely and efficiently	Now	5
Knowledge of Health & Safety requirements and COSHH regulations	Ensure a safe working environment for staff and building users	Now	5
Understanding of manual handling procedures	Undertake cleaning duties safely	With training	4
Ability to monitor cleaning standards	Identify and address areas requiring improvement	Now	5
Experience of stock control	Monitor and replenish cleaning supplies	With training	3
Basic IT skills	ability to use email, online training systems and electronic record-keeping systems.	With training	3
Understanding of safeguarding responsibilities in a school environment	Follow safeguarding procedures and report concerns appropriately	With training	5
Ability to deal with interruptions and unexpected peaks in workload	To cope with situations where several children require attention at the same time	Ability now	4

Qualifications

GCSE Grade 4/C or equivalent in English and Maths	Demonstrate the literacy and numeracy skills required for the role	Now	3
COSHH training or qualification	Support the safe use of cleaning chemicals	With training	3
First aid qualification	Provide first aid when needed	With training	3

Responsibility For People:

Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information	Good understanding now – training given in specific school procedures	4
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Personal Attributes

Good communication skills	Liaise with cleaning staff, managers and contractors	Now	5
Ability to work independently and use initiative	Resolve day-to-day operational issues	Now	5
Ability to motivate and support others	Lead a positive and productive cleaning team	Now	5
Flexible approach to work	Respond to the needs of the school	Now	5