



Cleaner Supervisor

Salary:	Scale 4 pro-rata (Actual salary: £17,173 to £17,927, equivalent to £17.52 to £18.29 per hour)
Hours:	3.30pm – 7.30pm (Mon - Fri) Term Time plus 3 weeks per academic year
Required for:	As soon as possible
Closing Date:	Friday 8 th May 2026
Interview Date:	TBC

Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date.



Why Work at Cardinal Pole?

Firstly, thank you for taking the time to consider applying for the post of Cleaner Supervisor.

We are seeking a Cleaner Supervisor to manage the cleaning team and ensure that housekeeping duties and associated tasks are performed effectively and promptly. The premises must maintain a high standard of cleanliness and hygiene. A clean school promotes a positive image and reassures the welfare of students, staff, and visitors. It can also help reduce the hidden costs associated with property deterioration and maintenance.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Benefits

- Two-week October half term break.
- You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme



‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

Job Description

Post:	Cleaner Supervisor
Grade:	Scale 4 pro-rata (Actual salary: £17,173 to £17,927, equivalent to £17.52 to £18.29 per hour)
Hours: academic year	3.30 pm – 7.30 pm (Monday - Friday) Term Time plus 3 weeks per
Responsible to:	Premises Manager (Premises Assistant in the absence of the Premises Manager)

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the post

A clean school promotes a positive image and reassures the welfare of students, staff, and visitors. It can also help reduce the hidden costs associated with property deterioration and maintenance.

The primary role of the Cleaner Supervisor is to manage the cleaning team and ensure that housekeeping duties and associated tasks are performed effectively and promptly. The premises must maintain a high standard of cleanliness and hygiene.

Main duties and responsibilities

- Design and maintain a staff cleaning rota with the Director of Resources, Premises Manager, and other cleaning staff, considering that some school activities may have different daily, weekly and termly components. The cleaning rota may vary between term time and school closure periods.
- Establish procedures, methods, and operational practices to meet high standards of cleaning. Create cleaning schedules detailing task frequencies, work methods, and cleanliness specifications. Ensure cleaning staff adheres to these guidelines.
- Responsible for managing the cleaning materials and equipment inventory based on the school's needs, including timeously requesting the purchase of resources to replenish stock. Controlling and monitoring the usage of consumables and equipment will prevent over-stocking or depletion. It will also keep waste and misuse to a minimum.
- Regular inspection of cleaning equipment to ensure it is safe to operate and planning for replacement is considered under the school's life cycle policy.
- Assess capacity and the level of resources to ensure cleaning staff complete assignments within the expected timeframe. Make recommendations to resolve arising issues.
- Cover absences and/or liaise with supply agencies to arrange cover. Including managing staff absences, carrying out return-to-work meetings, and ongoing absence monitoring.
- Responsible for securely closing the school each evening, following all security protocols and coordinating with the keyholding and alarm companies as needed.
- Works with the Premises Manager and Director of Resources to ensure the cleaning-cover budget is managed effectively and kept within agreed limits
- Keep abreast of Health and Safety regulations. Make sure cleaning staff follow the school's H&S policy.

Supervision and training

- In conjunction with the Premises Manager and Premises Assistants, monitor the quality of work of the school's cleaning staff. Identify areas of concern and recommend solutions.
- Manages and supervises the cleaning team, including agreed plus-day cover. Plans the deep-clean schedule, organises the rota, and oversees work to ensure it meets the required standard
- Assist in training new cleaning staff, ensuring duties and responsibilities are clearly defined and understood.
- Ensure all cleaning staff are supplied and wear appropriate Personal Protective Equipment (PPE).

Cleaning

- Cleaning duties involve cleaning, washing, sweeping, vacuum cleaning, Emptying litter bins, polishing and dusting designated areas (which may include toilets and shower areas) and fixtures and fittings, using, where appropriate, powered Equipment.

The duties may be varied to meet the school's changing needs and demands at the Headteacher's discretion in consultation with you. This job description does not form part of the contract of employment. It denotes how the post holder is expected and required to perform and complete duties. The person in the post may also have to carry out other duties as may be necessary from time to time.

Special Conditions of Service

This post is subject to a fully enhanced DBS check, references, and rights to work in the UK. You must promote and safeguard the welfare of children and young and vulnerable people you are responsible for or in contact with.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

	Essential	Desirable
Qualifications		
GCSE's		✓
Experience		
Experience of undertaking a range of key cleaning tasks	✓	
Demonstrated experience in the use of cleaning equipment.	✓	
Knowledge		
Knowledge of COSHH regulations.		✓
Knowledge of stock taking and inventory management.	✓	
Knowledge of computer applications, including Microsoft Office	✓	
Skills		
Ability to work in an organised and methodical manner.	✓	

Ability to maintain efficient record-keeping systems.	✓	
Good verbal and written skills	✓	
Able to manage the performance of others	✓	
Ability to assist with the production of accurate records and reports as required.	✓	
Display commitment to the protection and safeguarding of children and young people.	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Ability to perform physical activities deemed to the nature of the role, including but not exclusive to lifting, carrying and pushing waste bins, cleaning trolleys, and vacuum cleaners. Move chairs, desks and other school furniture to undertake routine cleaning tasks.	✓	