



Blessed Thomas Holford Catholic College

May God's love be our guide 

Cleaning Supervisors

Required as soon as possible

To work 5 hours per day/25 hours per week – term time plus two weeks

Working pattern during term time: 9.30 am to 3.00 pm (with 30 mins unpaid break)

Working pattern will need to be flexible during school holidays

(flexibility required based on college needs)

Band 2: SCP 4-5

Actual Salary: £15,323 - £15,565

We are looking for cleaning supervisors to join our site team to undertake cleaning duties and to be responsible for maintaining excellent standards of cleanliness in designated areas of the college

Relevant experience would be an advantage but not essential as training can be provided.

We are looking for candidates who:

- Can work independently and lead a team
- Have a thorough knowledge of Control of Substances Hazardous to Health (COSHH) regulations relating to the role
- Have good interpersonal and communication skills
- Will maintain excellent standards of cleanliness in designated areas of the college
- Are organised, have an eye for detail and take pride in their work
- Physical abilities: include being to work on your feet for long periods of time, as the job may involve lifting, reaching and bending

Informal enquiries about the role can be made to Kate Worsley, School Business Manager: recruitment@bthcc.org or by phone: 0161 768 6030

The job description and application forms are available on the college website

To Apply:

Completed applications should be sent to: recruitment@bthcc.org

All applications must be made using the CES application form. CV's will not be accepted.

Deadline for applications is: 9.00 am on Tuesday 21st April 2026

Please note: should a suitable number of applications be received prior to the closing date, we may bring the date forward)

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.



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Job Description

Job Title: Cleaning Supervisor

To work 5 hours per day (9:30am-3:00pm), 25 hours per week, term time plus two weeks
Some flexibility required to meet college needs

Responsible to: The Estates Manager

Salary: Band 2 (SCP 4 to 5)

Key responsibilities:

- To work as part of a team; lead and supervise cleaning staff, and undertake cleaning of designated areas of college
- To provide high standards of cleanliness and hygiene in own designated areas / around college

Key tasks:

- Supervise cleaning staff, and be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards of cleanliness and hygiene throughout the college
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
- Liaise with the site officers and other members of staff as required to ensure the cleaning rota operates smoothly around both college events and outside lettings
- Report cleaning supplies requirements and stock levels to your line manager
- Ensure Health and Safety, quality and general procedure compliance
- Report any Health and Safety issues, hazards or defects to the Estates Manager or site officers
- Work as part of a team and support other members of the cleaning team to meet standards and college objectives
- Oversee the following duties are completed daily by the cleaners:
 - Polishing classrooms/offices
 - Wiping cupboards, filing cabinets, furniture, walls, window ledges, pipework, tables and chairs
 - Cleaning door windows and corridor glass windows
 - Removing any chewing gum/sticky products off floors
 - Clean toilets and sinks
 - Empty bins in all rooms on area
 - Check windows closed and light off in rooms/areas when finished
 - Hoover all rooms, offices and corridors
 - Mop all rooms/areas that are not carpeted, including corridors
 - Buff corridors
 - Remove rubbish to recycle area
- Provide a deep cleaning service
- Always be accessible, via walkie talkie clearly communicating with colleagues at all times
- If/when require, assist in cleaning: dining areas i.e. end of break/lunchtimes etc.

Health and Safety

All employees are responsible for:

- Compliance with safety rules and procedures as laid down in their area of activity
- Ensuring they take reasonable care of their own health and safety and hence avoid injury to themselves and to other by act or omission whilst at work
- Using protective clothing or equipment as may be provided
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware
- Co-operating with the Headteacher in the fulfilment of the objectives of the college Health and Safety policies
- To report promptly to the Headteacher any issues which have/may lead to a breach of regulations.

Additional:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be responsible for your own continuing self-development, and willing to undertake any additional training as appropriate
- Contribute to the overall ethos/work/aims of the school
- To undertake any other reasonable duties, as directed by the Headteacher
- This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the school in relation to the post holder's duties and responsibilities

Person Specification: Cleaning Supervisor

Specific skills/knowledge/Understanding/Experience	Essential	Desirable
<ul style="list-style-type: none"> • Able to read labels/instructions and measure solutions • Knowledge of COSHH and the safe use of chemicals • Experience of undertaking a range of cleaning duties • Some knowledge of health and safety procedures as they relate to the operation of cleaning equipment and the dilution of cleaning materials • Experience of working alongside children, either paid or unpaid work • Basic understanding of safeguarding and child protection issues 	E E E E	 D D
Personal skills and abilities <ul style="list-style-type: none"> • Willingness to clean all areas of college as requested by line manager • Have good communication and listening skills • Able to work effectively and supportively as a member of the site team • Ability to develop respectful and professional relationships with pupils and colleagues • Ability to work in an organised and methodical manner • Ability to act on own initiative, dealing with any unexpected problems that may arise • Discretion in dealing with confidential and sensitive issues • Respect and professionalism 	All E	