



Job Description – Premises Cleaning Supervisor

6 months fixed term contract

Job Title: Cleaning Supervisor

Grade: LBR1C/SCP 03

Responsible to: Premises Manager/School Business Leader



We are seeking a nurturing and enthusiastic Cleaning Supervisor to join our premises team. Redbridge Primary School is a large four form entry school, with an ambitious learning community. We strive to achieve an environment where inspirational teaching and enrichment opportunities come together to create a true enjoyment and love of learning for our diverse community.

Key Responsibilities:

- Direct premises staff duties on a termly basis
- Oversee premises staff annual leave/sickness
- Report blockage issues to onsite care-taker
- Ensure absent cover is managed effectively
- Ensure half-term rota is prepared and communicated to all staff
- Clean the interior of designation buildings to the required standards.
- To understand and comply with the School's Equal Opportunities Policy
- To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or School's Policies and Procedures relating to Health & Safety at work

Job Activities

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

- Vacuum carpets
- Wipe desktops
- Empty bins
- Clean the sink and surrounding area
- Dust woodwork and rails
- Mop floors
- Clean toilets, using materials instructed by the Site Manager
- Clean windows and sills
- Any other task to ensure the area is clean
- To maintain a high standard of cleanliness in School
- To follow Health and Safety policy and procedures
- To maintain confidentiality and security of buildings, any other reasonable cleaning request from cleaning supervisor

★ Dream Big, Work Hard, Be Kind ♥

If you're looking for a great place to teach, then Redbridge Primary School should definitely be at the top of your list. Here are some reasons why you should consider teaching at our school:

Incredible Children: Our children are simply wonderful! They are kind, creative and enthusiastic about their learning. Everyone who visits our school comments on how welcoming and lovely our children are to be around.

Dynamic Leadership: The school is led by a positive and experienced leadership team who are dedicated to ensuring that every child receives the best possible education. They are committed to being approachable and supportive to ensure that our staff team have the necessary tools and skills to undertake their jobs.

Learning Environment: Redbridge Primary School prides itself on fostering an inclusive and welcoming environment where children can learn, grow and become the best version of themselves. Our curriculum places a strong focus on developing children's social and emotional wellbeing alongside their academic achievements, ensuring they thrive in all aspects of their lives.

Family first approach: At Redbridge Primary School we don't just accept, but we celebrate the fact that our staff have lives and their own families outside of school. Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice. We look after, and invest in our staff with support, coaching, mentoring, as well as providing an award winning employee wellbeing service for all staff.

Excellent Professional Development: The school places a strong emphasis on professional development, providing ongoing training and support to help you grow and develop as a teacher. You will have access to a wide range of resources, including training programs, coaching, and mentoring, enabling you to continually improve your practice.

Supportive Community: At Redbridge Primary School, you will be part of a warm and welcoming community that is dedicated to providing the best possible education for its children. The school has strong links with our families, and the wider community, creating a supportive and collaborative learning environment.

Next Steps

If you have any questions about joining the team at Redbridge Primary, please contact us via e-mail, or call to arrange a conversation. We would also be more than happy to show you around our school.

Closing date for applications: Friday 21st February, 12 noon

Shortlisting will take place on: Friday 21st February, 1pm

Interviews will be held on: Week Commencing 3rd March 2025

Application forms should be emailed to: admin.redbridgeprimary@redbridge.gov.uk

Link to application form on school website <https://redbridgeprimary.redbridge.sch.uk/wp-content/uploads/Vacancies/Redbridge%20Application%20Form.pdf>

Please email any queries or questions about the post to admin.redbridgeprimary@redbridge.gov.uk

Safeguarding Notice

Redbridge Primary School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, and where applicable, a prohibition from teaching check will be completed. Online searches will also be complete.