



# Pinehurst Primary School

## Cleaning Supervisor

'Experience, Excel and Enjoy'

Job Title: Cleaning supervisor

Employer: Pinehurst Primary School

Job Type: Teaching & Learning

Job Phase: N/A

NOR: 425

Grade: 2 SCP: 3-5 Salary: £24,796 - £25,583 Pro rata salary would be £10,441.59 p/a

Contract Type: Permanent

Contract Term: Part time 15 hours per week

Location: Liverpool

Start Date: 17<sup>th</sup> August 2026

### **About the school**

Pinehurst Primary School is a two form entry school with Nursery provision for 2 and 3 year olds in the heart of Anfield. Our vision and values are 'Experience, Excel and Enjoy' and these underpin our work.

The Headteacher and Local Governing Body of Pinehurst Primary School wish to recruit a cleaning supervisor to join our committed team.

We are looking to appoint an enthusiastic person with high standards and an eye for detail. They must be able to manage their own workload and also be a good communicator to liaise with staff professionally with regards to maintenance and cleanliness of the school.

### **About the role**

The successful candidate will be a committed team player who is hardworking, responsible, flexible, reliable and trustworthy. A basic understanding of health and safety requirements within a working or educational environment would be advantageous.

The role is for 2.30pm–5.30pm daily during term time, with hours condensed during school holiday periods to facilitate deep-cleaning activities across the site.

The Cleaning Supervisor will work alongside a member of the daytime cleaning team (10.30am–3.00pm) to oversee cleaning operations throughout the school. The role includes daily cleaning duties alongside supervising a team of four cleaners who work on site from 3.00pm–5.30pm each day.

The Cleaning Supervisor will be responsible for coordinating and communicating effectively with the cleaning team, ensuring close collaboration and maintaining the high standards of cleanliness and presentation consistently achieved across the school.

## **Core responsibilities and tasks**

1. Carry out routine cleaning in accordance with set standards and routines.
2. Assist with the locking and unlocking of school buildings and rooms under the direction of the School Caretaker and Cleaning Supervisor.
3. Carry out as necessary the replacement of user supplies (towels, toilet rolls etc).
4. Assist as necessary with non routine cleaning following incidents etc.
5. Use appropriate cleaning equipment and machinery.
6. Identify and notify any damage to buildings and equipment.

## **Personal qualities**

### Personal Qualities

#### Knowledge and Understanding:

- Good communication skills.
- Able to meet deadlines and work to a tight schedule.
- Able to manage own work effectively.

#### Experience:

- Experience of undertaking a range of kitchen duties or a willingness to learn.
- Working as part of a team and using own initiative.

#### Personal Attributes:

- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
- Willingness to maintain confidentiality on all school matters.
- The successful candidate must be, well organised, motivated and enjoy being part of a team.

#### Skills:

- Ability to work effectively and supportively as a member of the school team.
- Ability to work in an organised and methodical manner using own initiative.
- Ability to act on own initiative, dealing with any unexpected problems that arise.
- Ability to demonstrate commitment to Equal Opportunities.

## **How to apply**

Please apply online via My New Term using the link below:

<https://mynewterm.com/jobs/152406/EDV-2026-PPS-03262>

The school is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation or religious belief.

This post is subject to an Enhanced Level DBS check.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Our school community places the highest priority on keeping our children safe. Applicants for the post will be subject to stringent vetting and induction processes and satisfactory pre-employment checks, including online searches, and references.**

Closing Date for Applications: Monday 29<sup>th</sup> June 2026

Shortlisting Date: Tuesday 30<sup>th</sup> June 2026

Provisional Interview Date: Friday 10<sup>th</sup> July 2026