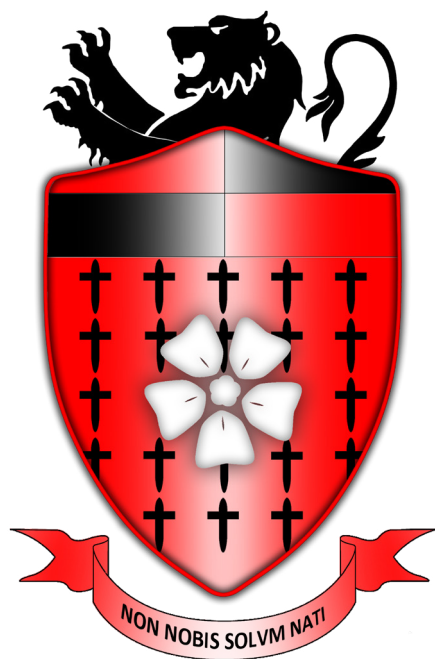


Hornsea School & Language College



Applicant Pack

Cleaning Supervisor
Grade 4A (£23,939 actual salary)

32.5 hours per week, full year
(6.30 – 10.00am and 3.00 – 6.00pm)

We are seeking a proactive, motivated and reliable Cleaning Supervisor to join our site team. This is a working supervisory role, responsible for overseeing a team of cleaners whilst also undertaking cleaning duties alongside the team. The successful candidate will be responsible for ensuring that all assigned areas are cleaned to a high standard, maintaining a clean, safe and welcoming environment for students, staff, and visitors.

The successful candidate will be able to work both independently and collaboratively, with strong organisational and communication skills, and will act as a positive role model within the school community. A thorough, up-to-date knowledge of COSHH and Health & Safety regulations is essential.

If you feel you have these qualities and are passionate about making a difference to the lives of young people then we would love to receive your application!

HSLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

To apply please download an application form from our website. Completed application forms should be emailed to corkishr@hslc.co.uk.

Closing Date: 9am, Tuesday 5th May 2026

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Cleaning Supervisor.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; www.hslc.co.uk or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc_official](https://www.instagram.com/hslc_official) or Twitter - [@hornseaschool](https://twitter.com/hornseaschool).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Cleaning Supervisor.

The closing date for application forms is 9.00am, Tuesday 5th May 2026. Please submit your completed application form to corkishr@hslc.co.uk.

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler
Headteacher



Cleaning Supervisor

Responsible to: Deputy Headteacher

Scale Point: 4A (£27,254 FTE / £23,939 actual)

Hours of work: 32.5 hours p/wk, across a split shift of 6.30am - 10.00am and 3.00pm - 6.00pm

Overall Purpose of the Job:

- To lead a team of cleaning staff to ensure the delivery of an efficient cleaning service that is compliant with all statutory requirements.

Key Responsibilities

- To lead and oversee the daily cleaning staff, allocating tasks, creating rotas and allocating cover for absent staff.
- To undertake the required risk assessments and compliance with all statutory regulations to ensure cleaners work in accordance with COSHH and Health and Safety regulations.
- To assist the Finance Manager with negotiating any external contracts.
- To monitor completed cleaning work throughout the school site to ensure high cleanliness standards, performing spot checks, and addressing performance issues.
- To ensure all team members follow health and safety regulations, including COSHH, and correctly wear PPE.
- To monitor cleaning supplies, managing inventory, and ordering equipment, uniform and stock as needed.
- To act as the point of contact to discuss cleaning requirements, schedules, and complaints.
- To maintain staff records, including timesheets, sickness records, and incident reports.
- To assist with the recruitment of new cleaning staff and to take the lead on their induction and training.
- To be responsible for the maintenance and repair of the cleaning equipment
- To carry out the cleaning of allocated areas, maintaining high standards and leading by example.
- To ensure that the uniform and personal protective equipment provided by the school is worn when on duty.

General

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures.
- To actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion and demonstrate this within your role.
- To be responsible for your own health & safety, as well as that of others.
- To ensure the confidentiality and security of all the school's data, documentation and information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified



HORNSEA SCHOOL & LANGUAGE COLLEGE

Cleaning Supervisor		
Qualifications and Training	Essential	Desirable
Basic literacy and numeracy	✓	
COSHH Training	✓	
Risk Assessment Training	✓	
Health and Safety Qualification, or willingness to gain one	✓	
Basic First Aid Certificate, or willingness to gain one		
Evidence of commitment to personal and professional training		✓
Experience	Essential	Desirable
Experience of undertaking a range of cleaning duties	✓	
Experience of successfully leading, motivating and training a team of staff, including handling performance issues and conducting inductions.	✓	
Experience of inspecting, maintaining, and reporting faults on cleaning machinery	✓	
Experience of carrying out work place risk assessments	✓	
Skills, knowledge and aptitudes	Essential	Desirable
Strong verbal and written communication skills to liaise with managers, clients, and team members	✓	
Expert knowledge of cleaning techniques, methods, and specialised equipment (e.g., floor buffers, industrial vacuums, i-mops).	✓	
Ability to act on own initiative and resolve unexpected cleaning issues	✓	
Ability to work in an organised and methodical manner	✓	
Basic IT skills, including using email and Microsoft Office	✓	
Thorough understanding of H&S procedures, including COSHH and RIDDOR.	✓	
Thorough understanding of safe handling, dilution, and storage of cleaning chemicals.	✓	
Knowledge of best practices, such as BICS (British Institute of Cleaning Science) standards.		✓
Good understanding of environmental cleaning practices and waste management		✓
Personal Attributes	Essential	Desirable
High level of energy, enthusiasm and optimism	✓	
Flexible to ensure the needs of the school are met	✓	
Able to carry out manual duties	✓	
Ability to build and maintain positive relationships through effective interpersonal skills	✓	
Willingness to take personal responsibility for standard of work carried out.	✓	
Willingness to maintain confidentiality on all school matters	✓	
High standards of professionalism demonstrated at all times	✓	
Reliable with good time-keeping	✓	
Willingness to participate in further training and development opportunities.	✓	
A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students	✓	
Commitment to the school's ethos and actively promoting the policies and procedures of the school	✓	

The above requirements will be measured through a range of methods including application form, interview process, references and criminal record checks.

HSLC the facts and figures

We have approximately 1200 students on roll, of which around 140 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglethorne and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students.

- Our most recent results showed sustained improvement, with a Progress 8 score of -0.3 in 2024 – itself an improvement on the year before. We are proud to maintain a fully inclusive and broad curriculum, and remain confident that this upward trend will continue.
- Our latest ALPS score of 4 places us in the top 40% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Almost two-thirds of our Year 11 students achieved grade 4 or above in both English and Maths in 2025.
- 50% of our Year 11 students were entered for the Ebacc, significantly above the national average, reflecting our ambition and the strength of our academic provision.

MISSION:

- Actively Working to Broaden Horizons

VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



10 reasons to join team HSLC

Staff Feedback 2025

1. The ethos of the school is excellent. There is a real sense of community. I feel proud to represent our school;
2. The school is well led by SLT with realistic expectations; staff well being is supported;
3. SLT are visible, supportive and approachable; you will feel safe, valued and heard as a staff member;
4. The Positive Discipline system gives clear expectations and routines – there is minimal disruption in classrooms meaning you can make a real difference to your students;
5. The school has a positive, inclusive atmosphere with a strong ethos of 'be useful, be kind' - everyone is working towards a shared vision and standards;
6. The best bit about working at HSLC is the aspirational culture and welcoming atmosphere;
7. There is a commitment and dedication to continuing professional development;
8. School policies and workload management are sensible; leaders free teachers to focus on teaching;
9. The opportunities, both academic and beyond, for our students is vast - students have access to a cultural education at HSLC;
10. SLT ensure students have access to a balanced curriculum with clear learning routines.



"I'm really enjoying finding my rhythm at HSLC and the opportunity to learn and grow each week. It's been a rewarding start and I'm looking forward to building on that as the term goes on."

Miss Wilkes, Teaching Assistant

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