

JOB DESCRIPTION



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| JOB TITLE | Cleaning Supervisor |
| DATE | May 2026 |
| DIVISION | Public FM |
| SITE / OFFICE | |
| REPORTS TO | |

ROLE OVERVIEW

As a Cleaning Supervisor, you will be responsible for leading and supervising cleaning teams to ensure the consistent delivery of high-quality cleaning services across our client sites. You will support the day-to-day operation, maintaining standards, motivating colleagues and ensuring compliance with health & safety and company procedures.

The role plays a key part in ensuring that cleaning services are delivered efficiently, safely and in line with agreed specifications, while providing a professional and customer-focused service.

KEY TASKS & RESPONSIBILITIES

- Supervise and support cleaning colleagues to ensure work is completed to the required standard
- Allocate tasks, manage daily cleaning schedules and provide on-the-job guidance where needed
- Carry out regular quality checks and address any issues promptly
- Ensure cleaning is delivered in line with agreed specifications, KPIs and client expectations
- Support with induction and training of new starters, including safe systems of work
- Ensure colleagues comply with health & safety, COSHH and company procedures at all times
- Use equipment and materials safely and ensure they are stored and maintained correctly
- Manage stock levels of cleaning materials and report shortages or equipment faults
- Act as a key point of contact for clients or site contacts on daily operational matters
- Escalate issues, incidents or concerns appropriately to management

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.

- Previous experience in a cleaning or facilities environment, ideally in a supervisory role
- Good knowledge of cleaning processes, equipment and materials
- Awareness of health & safety and COSHH requirements
- Ability to lead, motivate and support a team
- Strong organisational skills and the ability to prioritise workloads
- Good communication skills and a professional approach
- Ability to work flexibly to meet site and operational needs

Desirable:

- Experience working within Facilities Management (FM) or contracted cleaning services
- Previous experience liaising with clients or stakeholders
- Basic IT or reporting skills (where required)

WORKING ARRANGEMENTS

This <permanent / full-time / part-time> position will be based at <site/location or multiple sites>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: