

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Cleaning Team Leader
Responsible to:	Head of Estates and Cleaning Supervisor
Coordinates with:	Other Cleaning Team Leader, cleaners, and members of the estates team

Summary of responsibilities:

The Evening Team Leaders are responsible for the efficient operation of cleaning services to a standard as befits the requirements of the college.

Main duties:

- Working closely with the second cleaning team leader to ensure that all evening cleaning staff carry out their work to the recognised satisfactory standard.
- Working closely with the Cleaning Supervisor and second Team Leader to lead and supervise the cleaning team in a way that upholds the college core values with regard to respect and inclusion etc
- To assist in the general cleaning operations and any other associated duties as appropriate.
- To cover for the Cleaning Supervisor during absences
- To ensure the storage and safekeeping of all cleaning materials and equipment.
- To organise the collection and separation of waste in line with the college policy.
- To work within health and safety guidelines and be aware of your responsibilities for health and safety.
- To comply with all policies and procedures of the college.
- To be actively involved in training and professional development activities relevant to the role.
- To ensure compliance with all instructions in the use of cleaning materials or equipment.
- To value diversity and promote equal opportunities
- To adhere to college policies and procedures, including data protection
- Comply with the college's safeguarding procedures and contribute to making the college a safe learning environment.

Summary of main terms and conditions

Salary	Point 5 of the Sixth Form Colleges Support Staff pay spine currently £13,346 per annum based on working hours
Working hours	20 hours per week Monday to Friday 3:30pm-7:30pm. This is an all-year post and the working hours may differ during college holidays.
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of

	employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
Reviews	You will have regular reviews to assess your progress and set targets.

Person specification for Cleaning Team Leader

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
You're great at...	
These are the essential things that you have so you can do the job, without these you won't be considered for appointment.	
Practical experience in a cleaning role	A,I
Ability to work in a team	A,I
Good communication and organisation skills	A,I
Outstanding customer care	A,I
Energy, enthusiasm and flexibility	A,I
Willingness to learn new skills and a commitment to continuous development	A,I
Confidence to interact with students	A,I
Commitment to the safeguarding of students	A,I
Ability to train and develop cleaning staff	A,I
It would be good if you had...	
Whilst not essential , it would help in the role if you had any of the below.	
Experience of leading and motivating a team of cleaning staff	A,I
NVQ Level 1 Cleaning Certificate	A,I

Knowledge of health and safety regulations, including COSHH (Control of Substances Hazardous to Health)	A,I
Experience of working within the Further/Higher Education Sector	A,I
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