



Job Description

Cleaning Supervisor

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Purpose of Role

Reports to: Facilities Manager

Member of: Cleaning Team

General Duties & Responsibilities

- Supervise daily cleaning activities across classrooms, offices, toilets, corridors and other school facilities.
- Allocate tasks and monitor the performance of the cleaning team.
- Ensure cleaning schedules are followed and completed to required standards.
- Conduct regular inspections of all areas to maintain high cleanliness standards.
- Provide training and guidance to cleaning staff on best practices and safe use of cleaning products/equipment.
- Ensure sufficient stock of cleaning supplies and place orders as needed.
- Report maintenance or health & safety issues to the appropriate department.
- Maintain attendance records and report any staffing issues to management.



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- Ensure compliance with school policies, hygiene standards and health and safety regulations.

Skills and Competencies

- Proven experience in a supervisory cleaning role (preferably in an educational or similar institutional setting).
- Good leadership and people management skills.
- Excellent attention to detail and commitment to high standards.
- Strong organizational and time-management abilities.
- Ability to communicate effectively in English.
- Knowledge of cleaning chemicals, supplies and equipment.
- Understanding of health & safety and hygiene regulations.
- Fluent spoken English
- Respectful of the school work environment

Working Hours

Typically during school hours, with occasional flexibility for early starts or after-hours cleaning coordination.

June 2025