**Job Description**

DIRECTORATE: Communities

**DEPARTMENT:** Total Facilities Management

**POST:** Cleaning Site Supervisor

**GRADE OF POST:** Grade 04

**RESPONSIBLE TO:** Assistant FM Support Supervisor

**JOB PURPOSE:**

To assist the Assistant FM Support Supervisor in ensuring the effective and efficient running of the FM Cleaning Service, undertaking cleaning duties (as necessary) with responsibility for supervising a team of on-site cleaning staff in the provision of a high-quality service. Ensuring health & Safety compliance and the promotion of high service and quality standards throughout the team.

**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

* Responsible for the Supervision and monitoring of cleaning staff, checking cleaning areas to ensure a high standard of cleaning is delivered.
* Manage staff absence, sickness, and other supervisory matters, ensuring compliance with existing policies/ procedures and arranging adequate cover for absence as well as RTW interviews.
* Ensuring cleaning materials and equipment are ordered in a timely manner.
* Promote good working practices; ensuring all cleaning staff at the sites work in accordance with agreed health and safety compliance, adhere to correct working procedures following training and implement recommendations for improvement following quality assurance inspections.
* Supervise, Monitor, motivate and encourage cleaning staff to work effectively to achieve high cleaning standards - as set out in the staff handbook.
* Responsible for ensuring that all staff are smartly presented, wearing appropriate uniform, PPE and displaying identification badges.
* Responsible for ensuring that all portable equipment on site has been appliance tested (P.A.T) and proactively assist with the collection and return of faulty equipment due for repair.
* Complete and forward timesheets / order forms in a timely manner.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Policies/Corporate%20Health%20and%20Safety%20Policy.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees.  Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

# Person Specification

### Cleaning Site Supervisor

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

| **Attributes** | **Requirements** | **Essential** | **Method of Evaluation/Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * IWFM level 2. * Ability to demonstrate competence through significant experience. |  | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * An understanding of Health and Safety practice in relation to chemicals (C.O.S.H.H.), manual handling and safe working practices. |  | Interview, application form and selection process. |
|  | * Supervisory experience. |  |  |
|  | * Cleaning experience. |  |  |
|  | * Experience of undertaking remedial cleaning and attending with cleaning staff during school holidays. |  |  |
| **Skills & Personal Qualities** | * Ability to form constructive working relationships with colleagues. | Yes | Interview, application form, and selection process. |
|  | * Ability to check cleaning areas and provide training to rectify any cleaning issues that arise. | Yes |  |
|  | * Ability to complete relevant documentation such as forms, timesheets / order forms stock sheets and machinery repair forms. | Yes |  |
|  | * Ability to communicate clearly and effectively. |  |  |
|  | * Ability to use initiative. |  |  |
|  | * Reliable and trustworthy. |  |  |
|  | * Ability to think clearly and work in a safe manner. |  |  |
|  | * Ability to work flexibly and proactively. |  |  |
|  | * The ability to communicate through the medium of Welsh. |  |  |