

## Job Description

<b>DIRECTORATE:</b>	Communities
<b>DEPARTMENT:</b>	Total Facilities Management
<b>POST:</b>	Assistant FM Support Supervisor
<b>GRADE OF POST:</b>	GR6
<b>RESPONSIBLE TO:</b>	FM Services Supervisor

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### JOB PURPOSE:

To assist the FM Services Supervisor in ensuring the effective and efficient running of the FM service buildings, undertaking cleaning duties (as necessary) together with day-to-day supervision of FM staff (including caretaking and cleaning) with responsibility for high quality service implementation. Ensuring health & Safety compliance and the promotion of high service and quality standards throughout the team.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Travel to various properties and corporate buildings across the Borough in order to monitor and supervise the effectiveness of the FM cleaning and caretaking service and to ensure that compliance tasks are completed and high standards are maintained and buildings remain safe and secure.
- Assist the FM Services Supervisor in the recruitment, induction and training of current and new staff.
- Assist the FM Services Supervisor in the management of staff absence, sickness and other matters; ensuring compliance with existing policies/ procedures and arranging adequate cover for absence.
- Assist the FM Services Supervisor in the completion of appraisals, Q.A. inspections, reviews and probationary processes in accordance with HR policies.
- Responsible for ensuring materials and equipment are ordered for all sites in a timely manner.
- Promote good working practices; ensure remedial cleaning at schools is completed in accordance with health and safety compliance, following correct working procedures, and recommendations following quality assurance inspections.
- Monitor, motivate and encourage cleaning and caretaking staff to work effectively to achieve a high standard. Undertake QA inspections and provide recommendations to staff to improve standards of service.
- Responsible for ensuring staff are wearing appropriate uniform, PPE and displaying identification badges.

- Assist the FM Services Supervisor in ensuring that all portable equipment has been appliance tested (P.A.T) and assist with the collection and return of faulty equipment due for repair.
- Undertake ad-hoc cleaning duties and opening/closing of buildings when required. Complete daily checks and ensure the FM Services vehicle is in compliance with safety checks and services.
- Completion of Accident Reports.
- Undertaking measurements of sites and completing cost site sheets.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **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

### Assistant FM Services 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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A No formal qualifications required.</li> <li>• Ability to demonstrate competence through experience.</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Health and Safety knowledge in relation to chemicals (C.O.S.H.H.), manual handling and safe working practices.</li> <li>• Supervisory experience.</li> <li>• Cleaning experience.</li> <li>• Securing buildings.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to form constructive working relationships with colleagues, motivating staff to provide a highly effective cleaning service.</li> <li>• Ability to check areas and provide support/training to rectify any issues that arise.</li> <li>• Ability to complete relevant documents such as forms, timesheets, order forms, stock sheets and machinery repair forms.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Ability to use initiative and work flexibly and proactively.</li> </ul>		Interview, application form, and selection process.

	<ul style="list-style-type: none"><li>• Reliable and trustworthy.</li><li>• Ability to think clearly and work in a safe manner.</li><li>• Full driving licence.</li><li>• The ability to communicate through the medium of Welsh.</li></ul>	Yes  Yes	
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