

## **Job Description**

<b>DIRECTORATE:</b>	Communities
<b>DEPARTMENT:</b>	Total Facilities Management
<b>POST:</b>	Cleaning Site Supervisor
<b>GRADE OF POST:</b>	GR04
<b>RESPONSIBLE TO:</b>	FM Services Supervisor

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### **JOB PURPOSE:**

To ensure the smooth running of the service , undertaking cleaning duties together with supervising a team of cleaning staff with responsibility for the correct procedures and quality implementation. Ensuring health & Safety compliance and to maintain high cleaning standards.

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Responsible for the monitoring of cleaning staff, checking cleaning areas to ensure a high standard of cleaning is delivered.
- Managing sickness and other staffing issues within existing policies and arranging adequate cover for absent staff.
- Ensuring cleaning materials and equipment are ordered in a timely manner.
- Promote good working practices, ensuring all cleaning staff work in accordance with health and safety compliance, following correct working procedures following training, and implementing recommendations following quality assurance inspections.
- Monitor, motivate and encourage cleaning staff to work effectively to achieve high cleaning standards as indicated in the staff handbook manual.
- Ensure staff are smartly presented, wearing appropriate uniform, PPE and displaying identification badges.
- Report faulty machinery promptly and 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](#)

### **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

### Special Support Officer

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>• No formal qualifications required</li> <li>• Ability to demonstrate competence through experience</li> </ul>	Yes	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>• Experience of undertaking remedial cleaning and attending with cleaning staff during school holidays</li> </ul>	Yes	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</li> <li>• Ability to check cleaning areas and provide training to rectify any cleaning issues that arise</li> <li>• Ability to complete relevant documentation such as forms, timesheets / order forms / stock sheets and machinery repair forms</li> </ul>		Interview, application form, and selection process.

	<ul style="list-style-type: none"><li>• Ability to communicate clearly and effectively.</li><li>• Ability to use initiative.</li><li>• Reliability and trustworthy.</li><li>• Ability to think clearly and work in a safe manner.</li><li>• Ability to work flexibly and proactively.</li><li>• Ability to communicate through the medium of Welsh.</li></ul>		
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