

Person Specification – Cleaning Supervisor

	Essential	Desirable	Measured by
Qualifications / Experience			
Minimum of GCSE pass or equivalent in English and Maths	*		Application Form
IOSH (<i>Institute of Occupational Safety & Health</i>) Managing safely certificate		*	Application Form Original Certificates
A recognised cleaning industry qualification i.e. BICS		*	Application form Original certificate
Experience within the cleaning industry / an understanding of current cleaning materials, methods and appliances	*		Application Form
A minimum of 2 years' experience in a supervisory / management capacity	*		Application Form
Experience of purchasing cleaning materials, maintaining effective stock control and inventory of equipment	*		Application Form
Use of Microsoft Office Applications in order to carry out the administration functions of the role	*		Application Form
Experience of working in a school environment		*	Application Form
Skills / Knowledge			
High level verbal and written communication skills	*		Application Form Interview
Self-motivated with a positive outlook and clear focus on high quality and standards	*		Application Form Interview
Ability to work to a high level under limited direct supervision, to manage own workload and to work under pressure and with initiative to achieve deadlines	*		Application Form Interview
Demonstrate knowledge and understanding of good security practices	*		Application Form Interview
Knowledge of Health & Safety issues relevant to the post including legislation and COSH	*		Application Form Interview
Knowledge of relevant policies, procedures and codes of practice	*		Application Form Interview
Understanding of monitoring and reporting on premises faults and reacting appropriately to emergency workplace situations (e.g. flooding / electrical failure etc.)	*		Application Form Interview
Personal Qualities			
Ability to build and form good relationships with colleagues	*		Application Form Interview
Ability to respect confidentiality	*		Application Form Interview
Ability to work flexibly and proactively to support others and respond to unplanned situations	*		Application Form Interview
Ability to deal with contentious / difficult situations and resolve conflicts	*		Application Form Interview
Physical fitness appropriate to the tasks required	*		Application Form Interview
Excellent organisational and planning skills and attention to detail	*		Application Form Interview
Good team working skills	*		Application Form Interview
Good interpersonal skills and the ability to liaise with staff at all levels	*		Application Form Interview
Excellent timekeeping, punctuality and reliability	*		Interview