

PERSON SPECIFICATION

POST TITLE: Cluster Supervisor

DIVISION/UNIT: Facilities Services/Cleaning Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Experience of directing and supervising employees. 2. Experience of delivering training in methods, skills and procedures. 3. Working knowledge of COSHH procedures. 4. Operational knowledge of safe working practices. 	<ol style="list-style-type: none"> 1. Experience of directing and supervising in a multi site cleaning environment. 2. Proven experience in the development and implementation of training. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to plan and organise work and to meet divisional objectives. 2. Ability to identify training needs within a cleaning team. 3. Ability to promote and manage change. 4. Ability to effectively control health and safety. 5. Effective interpersonal and leadership skills. 6. Ability to work effectively as part of a team and to establish effective working relationships. 7. Ability to successfully motivate others. 8. Ability to use cleaning equipment. 	<ol style="list-style-type: none"> 1. Knowledge of Microsoft Office Word and Excel. 2. Effective presentation skills. 	Application Form References Interview
Education & Qualifications			Application Form Interview
Personal	1. Ability to cope with the		Interview

Qualities	<p>demands of the post and attend on a regular basis.</p> <p>2. Flexible and adaptable.</p>		References
Additional Job Related Requirements	<p>1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations*.</p> <p>2. PVG Scheme Membership.</p> <p>3. Security and environmentally conscious.</p>		<p>Application Form</p> <p>Post Interview Check</p>

*For all new appointments with effect from 23 August 2024