

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