**People Team**

**Job Description & Person Specification**

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| **Post Title:** | Cleaning Supervisor  | **Department:** | Estates |
| **Hours per week:** | 37.5 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Full time, Permanent | **Reports to:** | Assistant Cleaning Manager |
| **Salary and Grade:** | BPC7 | **Location:** | All Sites  |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is one of the largest FE Colleges in the UK. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:* A passion for learning and success
* Supportive and caring
* Respectful and considerate
* A champion for equality through learning
* Ambitious and tenacious

SEFM Ltd were appointed as The Bournemouth & Poole College Cleaning contractor with effect August 2019.  |
| **Department Overview** |
| The SEFM (Southern Educational Facilities Management Ltd, a wholly owned subsidiary of the Bournemouth and Poole College) Cleaning Operations Team work within the Estates Department with contact with a wide range of internal stakeholders to support the provision of a varied range of vocational workspaces; keeping these clean and engaging with students and staff across the College. The Estates Team has c.80 inhouse staff across Technical & Maintenance Services, Catering & Hospitality, and Security & Premises, SEFM Cleaning.  |
| **Purpose of the Role**  |
| The purpose of this post is to ensure that the Bournemouth & Poole College is maintained to the highest possible standards of Cleaning and waste services across the Estate, with a sustainable approach. |
| **Key Accountabilities & Duties** |
| 1. Support the Cleaning team to deliver a ‘best in class’ cleaning application at the Bournemouth & Poole College.
2. Create and maintain a professional and proactive relationship with the cleaning staff and the client team
3. Guide and train Cleaning operatives, ensuring they are provided with the most up to date Company procedures
4. Follow and lead Cleaning staff on prescribed health and safety requirements
5. Drive performance and absence management and cover staff when required
6. Conduct Personal Development Reviews with the cleaning team
7. Hold regular team meetings to ensuring policies and procedures are followed and requirements/expectations are fully communicated
8. React to and complete daily Help desk requests
9. Conduct inspections to ensure Cleaning Operatives adhere to scheduled activities
10. Manage stock and inventory to ensure all required materials and substances are available as required to conduct the work activities
11. Keep all equipment clean and in a hygienic standard at all times
12. Hold regular team meetings to ensuring policies and procedures are followed and requirements/expectations are fully communicated
13. Overseeing cleaning and waste associated contractors i.e. general waste and recycling, period dignity services etc.
14. Drive sustainability initiatives throughout the Bournemouth and Poole campuses
15. Contribute to the wider Estates Management Team including Security, Catering & Hospitality and Technical Services to ensure aligned solutions and give assistance as required

\*The post holder may be required to undertake other duties within the scope and grading of the post.  |
| **Equal Opportunities**  |
| SEFM Ltd will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| SEFM Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  |
| **Further Information** |
| This Job Description and Person Specification are current as at March 2024**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager. A copy of this Job Description and Person Specification is held with the People Team. |

**Personnel Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | GCSE qualification (or equivalent) |  |
| **Post Specific Qualifications**  | First Aid at Work (or willingness to attend the course).  | * First Aid at work
* Cleaning industry training
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| **Work Experience** | Work experience in a Supervisory role within a Cleaning company. | Work experience in a supervisory role within an FE setting i.e. college or school. |
| **Knowledge** | * Health and Safety
* Staff scheduling
* Machine operating
* Cleaning equipment and chemical applications
 | * Understanding of KCSIE and safeguarding children and vulnerable adults
* Experience with job/task scheduling software
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| **Skills**  | * Ability to work independently and as part of a team
* Competent in Microsoft Office applications, Outlook, Word & Excel
* Effective one to one and group communication skills, both written and verbal
* Able to motivate a team and be a team player
* A proactive approach and an eye for detail
* A sense of ownership and a ‘can do’ attitude
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| **Other Requirements** | * Ability to be able to travel between sites
* Able to work split shifts to cover Day and night shifts from time to time
 | Attendance at college events i.e. open evenings including outside of normal working hours |