

## Person Specification: Cleaning Supervisor

Attribute	Essential	Desirable	Method of Assessment
<b>Experience</b>	Previous cleaning experience working as a cleaner or cleaning supervisor	Experience of working in an education setting  Previous staff supervision experience	Application  Interview
<b>Communication</b>	Good written and oral communication	Used to preparing a range of reports on work schedules and staff deployment	Application
<b>Personal skills, abilities and competences</b>	Work well as part of a team Co-operative with colleagues Flexibility to meet the needs of the Academy Use of equipment relevant to the post Completion of paperwork associated the safe and effective maintenance of a complex estate Ability to recognise the importance of ensuring a secure and safe environment Ability to manage own work effectively Good problem solving skills Ability to make decisions Ability to motivate others		Interview
<b>Education and Training</b>	Willingness to undertake formal training commensurate with the needs of the role	Previous experience within the role of cleaner  COSHH training	Application and certificates
<b>Equal Opportunities</b>	The Academy and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties  Postholder will be expected to understand the importance of the practical application of equal opportunities	Experience of applying equal opportunities in a team supervision role	Interview
<b>Physical</b>	Able to carry out the duties of the post with reasonable adjustments where necessary		Medical questionnaire