

JOB DESCRIPTION

Post:	Group Housekeeping Manager
Reports to:	Group Deputy Director Estates and Facilities Management
Summary of post:	To provide effective management and control of cleaning across the group to ensure high levels of consistency and standards.

Specific Duties and Responsibilities:

1. Line manage the cleaning supervisors across the group, including the monitoring of sickness, absence and vacancies to ensure a consistent service.
2. Provide effective management and control of the College's cleaning processes.
3. To assist the Group Deputy Director Estates and Facilities Management by monitoring spend on consumables, finding best value for money.
4. Ensure that the college and its site(s) are cleaned to a standard which provides an optimum learning and working environments for all users.
5. Develop, manage, and monitor the cleaning schedules, being responsive to department/business unit and group needs.
6. Manage and supervise the standards of cleaning across the EKC Group.
7. Develop and maintain positive relationship with core suppliers for consumables.
8. Conduct quality assurance activities across group to ensure consistency and standard is maintained.
9. Ensure all staff under the cleaning remit have received the appropriate training and monitored on the training matrix (COSHH/Health and Safety).

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Effective organisational skills and ability to work under pressure		✓	4
2.	High level of interpersonal and communication skills		✓	4
3.	Demonstrable experience of developing and implementing a cleaning schedule for a large / multiple facilities		✓	4
4.	Computer literacy skills and familiarity with MS Office applications (including outlook and excel).		✓	4
5.	Working knowledge of COSHH and BICSc	✓	✓	6
6.	Proven leadership skills	✓	✓	6
8.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Considerable and successful cleaning / soft services management experience	✓	✓	6
2.	Experience of keeping up to date with industry trends and best practices in housekeeping management	✓	✓	6
3.	Experience of effective product procurement to obtain best value for money	✓	✓	4
4.	Proven record of effective change management and continuous improvement	✓	✓	4
Education				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
3.	Professional qualification in area of relevant soft services or cleaning (i.e BICSc)	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e., it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences, or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.