

Job Description

Post: HOUSEKEEPING TEAM LEADER

Responsible To: HOUSEKEEPING MANAGER

Summary of Post: TO LEAD A TEAM OF HOUSEKEEPERS FOR A SPECIFIED SET OF BUILDINGS ON THE COLLEGE CAMPUS

Specific Duties:

1. To line manage, coordinate and supervise a team of day/night housekeepers
2. To maintain high standards of cleaning and improve working practices.
3. To undertake cleaning duties and emergency cleaning as necessary.
4. To maintain attendance registers and records for cleaning staff.
5. To issue and collect keys from housekeepers and ensure the keys are secure at the end of each shift.
6. To train housekeepers on cleaning procedures and techniques including the range of machinery.
7. To be vigilant and apply safe working practices and implement safe procedures.
8. Issue job sheets and keys to individual housekeepers and check quality of work.
9. To ensure that all cleaning equipment is maintained in a safe working condition and stored correctly

10. To carry out regular inspections of all the housekeepers working zones and report as required.
11. To keep a log of the reports of cleaning defects of the College buildings and to act upon same.
12. To carry out regular inspections of all identified College areas to ensure a high standard of cleaning is maintained.
13. To monitor holidays and sickness to ensure cover is in place for absences.
14. To report any damaged fittings/fixtures to the Helpdesk and Caretaking Manager.
15. To liaise with the Caretaking and Security teams to ensure that the College buildings are secure at all times (to include ensuring the locking of the college and the resetting of intruder alarms)
16. The ability to work as a member of a team and be flexible both in attendance and working practices.
17. To have the ability to motivate and support staff and act as mentor to new starters
18. To ensure that the administrative aspects of the role are completed accurately and in a timely manner
19. To deliver an efficient and effective cleaning service across the College.
20. To resolve day to day operational issues and report incidents to the Housekeeping Manager.
21. Assist in the planning for the deep cleaning during college holidays.
22. Any other duties of a similar nature as designated by the Housekeeping Manager or the Estates Manager.

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.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to work unsupervised and be self-motivated	✓	✓	6
2.	Effective oral communication and interpersonal skills	✓	✓	6
3.	Effective teamwork skills	✓	✓	6
4.	High standards of cleanliness and hygiene	✓	✓	6
5.	Effective written communication skills	✓	✓	4
6.	Effective training skills	✓	✓	4
7.	Proficient in Word and Excel	✓	✓	4
8.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Up to date experience in cleaning	✓	✓	4
2.	Working knowledge of safety procedures	✓	✓	4
3.	Experience of supervision of staff	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		4
3.	Health & Safety Course	✓		2
4.	First Aid at Work Certificate	✓		2

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.