



Person Specification			
Post title	Mobile Building Cleaning Supervisor	Grade / Salary	E / £24,294 - £25, 979

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience and knowledge of building cleaning services at an operational, supervisory and theoretical level.	A/I
S2	An understanding of relevant service quality standards including any legislative, contractual, regulatory, performance based and national guidance.	A/I
S3	Ability to analyse and interpret data and present findings, along with suggestions for improving performance in a clear and concise manner to a variety of different audiences and in a variety of different formats.	A/I
S4	Understanding of Quality Management Systems e.g. ISO 9001 and practical experience of developing and maintaining methods of work, operational procedures and recording systems.	A/I
S5	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	A/I
S6	Ability to use equipment as instructed and trained	A
S7	Ability to inform management of any health and safety issues which could place individuals in danger	A
S8	Awareness of key issues relating to health, safety and security within Building Cleaning Services	A/I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability,	I

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	Communication and Respect	
P2	Good knowledge of Microsoft Word, Outlook, Excel and Power Point.	A/I
P3	Ability and willingness to travel both inside and outside the council area as required.	A/I
Communication		
C1	Effective communication skills oral, written and presentation	A/I
C2	Ability to assist in motivating and encouraging a large workforce spread over multiple sites	A/I
C3	Ability to build effective relationships with a range of stakeholders including the frontline workforce and customers	A/I
Qualifications		
Q1	IOSH (or equivalent)	A
Q2	NVQ Level 2 in Professional Cleaning and Team Leading or equivalent	A
Q3	Manual Handling	A

A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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