



Job description	
Job title	Mobile Building Cleaning Supervisor
Grade	Grade E
Directorate	Communities & Neighbourhoods
Section/team	Commercial Services
Accountable to	Contract Manager
Responsible for	General Cleaning Services
Date reviewed	March 2024

Purpose of the Job

To be responsible for the effective, efficient and professional delivery of cleaning services across Schools and Non Educational Buildings throughout Knowsley having regard to agreed quality standards, performance targets and budgets.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

MAIN DUTIES AND RESPONSIBILITIES

To be responsible for the day-to-day supervision of building cleaning staff across a geographically defined area ensuring that they are well organised, informed and motivated to provide a high quality cleaning service which meets customer expectations and performance targets by;

1. Supervising cleaning staff to ensure strict compliance with the service specification and agreed working practices which meet legislative and performance standards.
2. Ensuring that all building cleaning staff are compliant with relevant health and safety legislation and operate in accordance with safe systems of work and risk assessments.
3. Checking time sheets and managing time books as appropriate.
4. Being the first point of contact for staff reporting absence.



5. Contributing positively to the management of staff sickness / absence through timely completion of return to work interviews, completion and submission of relevant documentation and inputting / maintenance of sickness / absence records on the Councils management information systems.
6. Motivating colleagues providing building cleaning services through effective communication of performance and quality standards, systems of work and other relevant information, highlighting at all times the important contribution being made by frontline staff.
7. Leading staff induction programmes, training programmes, job chats or any other communications / learning and development forums as directed by the Contract Manager or Operations Manager.
8. To build positive relationships with customer representatives including Site Managers and School Business Managers
9. To support the Building Cleaning service in identifying new ways of working and to deliver staff training / briefings as appropriate.
10. To assist in maintaining and reviewing existing risk assessments, safe systems of work and other procedural documents relating to delivery of building cleaning services, for example information relating to Control of Substances Hazardous to Health (COSHH).
11. Manage effective stock control and ordering requirements.
12. To promote at all times a professional image of the organisation.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account the requirements of employees;
- To use and demonstrate equipment as instructed and trained;
- To amend or develop Safe Systems of Work relating to the specific projects undertaken.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.