



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Area Cleaning Supervisor
Grade	Grade 6 JE Reference: A10447
Directorate	Place
Service	Facilities Cleaning

Criteria

Experience		
1. Office procedures and administration	A/I	E
2. Supervision and motivation of staff	A/I	D
3. Knowledge of cleaning industry/cleaning experience	A/I	D

Skills and Abilities		
4. Ability to communicate at all levels and in a variety of formats	A/I	E
5. Demonstrate ability to guide and manage a team including the organisation, evaluation and appraisal of the work carried out to meet the specification of SLA or contractual obligation	A/I	E
6. Ability to develop and motivate a team	A/I	E
7. Ability to effectively respond to conflicting priorities	A/I	E

8. Ability to work effectively to meet both pre-set and unexpected deadlines and service demands	A/I	E
9. Ability to work as part of a team and on own initiative and make decisions in the best interest of the authority as a whole	A/I	E
10. To seek advice, guidance and support from others as appropriate and cascade across the team	A/I	E
11. Ability to carry out all cleaning duties and responsibilities as and when required	A/I	E
12. Ability to adhere to and comply with legislation, regulations, systems, processes and procedures	A/I	E
13. Good written, verbal and numeracy skills	A/I/T	E
14. IT skills with an ability to use or be trained to use I.T packages inc. office based / business packages / Smart phone Apps	A/I/T	E
15. Ability to take on-board training as required for business needs and personal development	A/I	E

Education, Qualifications and Knowledge		
16. Detailed knowledge of the application of the relevant legislation	A/C/I	E
17. Good general level of education, with the ability to communicate orally, written and numerate.	A/C/I/T	E
18. BICS (British Institute of Cleaning Science) and or alternate cleaning industry qualification (or willing to complete such qualification within 18/24 months of appointment)	A/C/I	E
19. Team Leader or Supervisory Qualification (or willing to complete such qualification)	A/C/I	E

Other Requirements		
20. Reliable	A/I	E
21. Trustworthy	A/I	E
22. Pleasant Disposition	A/I	E
23. Hold a Full Category B (Car) Driving Licence	A/I/C	E
24. Flexible	A/I	E
25. Eligible for Enhanced DBS Clearance	A,C,I	E

Commitment To Equal Opportunities

Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.

A/I

E

Commitment To Service Delivery / Customer Care

Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.

A/I

E

Climate and Sustainability

Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.

A/I

E

Methods of Assessment Key

A Application Form

I Interview

C Certificate

T Test

P Presentation

AC Assessment Centre

Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By

David Smith

Role

Fleet and Facilities Manager

Date

04 February 2026 (Review of 2021 version)