

Job Description

Job Title	Facilities Supervisor
School/Service	Estates Services
Grade	D
Responsible to	Facilities Manager
Responsible for	Cleaners
Job Purpose: <p>To assist the Facilities Manager in the coordination and implementation of cleaning, maintenance, activities and events within and external to Buildings and the wider University Estate.</p> <p>To contribute to the delivery of high quality, customer focused services, providing technical support.</p> <p>To provide first-level, supervisory support, advice and guidance to the cleaning staff</p>	
Main Duties and Responsibilities: <ol style="list-style-type: none">1. To supervise the cleaning staff and deal with general issues including sickness recording and other absences, allocate duties and ensure the provision of cover as required.2. To ensure adequate cleaning materials are available and to be responsible for the issue of materials, maintaining inventories of stock and supplies and organising delivery including by vehicle across the Estate3. To ensure all cleaning equipment is used in accordance with health and safety guidelines and is maintained, including, but not exclusively, Buffers, vacuums and scrubbers. To be responsible for recording and arranging for any repairs required to cleaning equipment, reporting faults immediately4. To assist and participate in cleaning tasks and use cleaning products in accordance with health and safety guidelines, paying particular attention to the correct use of chemicals and in accordance with COSHH regulations5. To open and lock buildings and assist and undertake operation and testing of all alarm systems, giving access to internal customers and external contractors. To support the Facilities Managers with evacuation and control procedures in an emergency situation.6. To support the Facilities Managers in monitoring compliance with health and safety legislation including hazard identification and auditing and routine checking of fire safety points / alarms and Water Hygiene flushing. To ensure all documentation relating to health and safety matters are correct and up to date.7. To set up rooms for conferences and events and move furniture within & between buildings adopting safe working practices within the Estate.	

8. To ensure all rubbish is collected and disposed of daily basis, ensuring items for recycling are appropriately segregated and advising on appropriate waste and recycling provision. To support waste and recycling activities and initiatives across Campus.
9. To undertake training as directed to ensure understanding of Health and Safety and compliance requirements. To demonstrate to cleaning staff as required in line with the training matrix.
10. To provide excellent customer service to colleagues, students and visitors to the University, responding to routine queries and directing them around Campus as required.
11. To comply with all health and safety requirement e.g. placing of appropriate warning signs, wearing protective clothing as required and to ensure that cleaners follow the required procedures to support the safety of colleagues and students on Campus.
12. To work collaboratively with other Facilities Supervisors and cleaning staff, providing cover including working across zones as required.
13. To control and issue keys and implement the lost property system.
14. To support appropriate care / appearance of buildings, including the removal of unauthorised posters, supporting cleanliness of all internal and external areas, cleanliness of windows and glass areas, removal of waste and preparing rooms for normal use and special functions.
15. To report and request maintenance repairs via the helpdesk; carrying out minor repairs where trained to do so and work closely with the handyperson as appropriate.
16. To support building projects and activities across services i.e. salting and gritting outside a building during cold periods, gum removal and power washing.
17. To work closely with the Facilities Managers in ensuring that appropriate staffing levels are in place to support open days and event days held by the University.
18. To undertake other reasonable duties as required.

Person Specification

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Attributes	Essential	Desirable	Measured By
Work Experience	Experience of training staff Experience of using cleaning equipment Knowledge of Health and Safety legislation	Understanding of a quality system	Application form/ Interview
Education/Qualifications	NVQ level 1 or equivalent experiential learning	Qualified First Aider Bic's Qualification IOSH qualification	Application form/ Interview
Skills/Abilities	<p>Ability to drive</p> <p>Customer care skills</p> <p>Ability to demonstrate equipment use</p> <p>Ability to work on own and as part of a time</p> <p>Ability to prepare basic reports and information</p> <p>Ability to communicate both verbally and in writing with a wide range of people, building positive relationships, acting as an ambassador for the service.</p> <p>Ability to use mobile communications and new software as appropriate</p> <p>Ability to clean and carry out minor repairs</p> <p>Ability to move and layout furniture</p> <p>Ability to organise and maintain information and inventories electronically</p>	IT Literacy and familiarity with Computer packages i.e., Microsoft Office and willingness to undertake training as required	Application form/ Interview

Other	<p>To maintain confidentiality in relation to staff, services and operations where required</p> <p>To proactively contribute to the delivery and implementation of the University's Sustainability Strategy and decarbonisation plans</p> <p>An understanding of and demonstrable commitment to the University's Values as a framework for decisions, actions and behaviours.</p>		Application form/ Interview