



## Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

**Job Title:** Cleaning Supervisor  
**School/Service/Institute:** Estates and Commercial Services

<b>Selection Criteria Description</b>	<i>Essential or Desirable</i>	<i>Application and/or Interview</i>
Experience of supervising Cleaning staff and activities	E	A
A good knowledge of cleaning methods and use of powered equipment	E	A/I
Able to demonstrate previous experience of providing excellent customer care	D	A
Experience of using a variety of cleaning equipment and procedures	E	A/I
Willingness to undertake appropriate training	E	A/I
Strong self-motivation, with a "can do" approach, together with the ability to work effectively either independently or part of a team	E	A/I
An appropriate cleaning qualification e.g. BICS	D	A/I
Effective communication skills, experience and the ability to engage with and enthuse people at all levels	E	A/I
First Aid at Work Certificate, or willingness to undertake	D	A/I
Health & Safety, COSHH and Manual Handling training	D	A
An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values	E	I

**\*Key**

[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate.