

Domestic Supervisor Person Specification

Job Title: DOMESTIC SUPERVISOR

Job Vacancy No:

Service:

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of Health and Safety requirements in a cleaning environment	✓	
2 Knowledge of principles of managing other staff	✓	
3 Knowledge of records required to comply with COSHH	✓	
4 Knowledge of Risk Assessments		✓
<u>Skills and Abilities</u>		
1 Ability to attend work punctually and reliably	✓	
2 Ability to work effectively in situations where a number of tasks need doing in a short timescale and needs may change at short notice	✓	
3 Ability to carry out general cleaning tasks effectively	✓	
4 Ability to use a range of cleaning equipment and materials	✓	
5 Ability to supervise Domestic Assistants to ensure efficient and safe practices	✓	
6 Ability to maintain positive relationships with all internal and external to the Group		✓
7 Ability to follow laid down schedules and procedures as well as a willingness to suggest changes to improve systems	✓	
8 Ability to lift and move objects in line with health and safety guidelines	✓	

	<u>Essential</u>	<u>Desirable</u>
<u>Skills and Abilities continued</u>		
9 Ability to communicate effectively, including the ability to complete standard paperwork	✓	
10 Ability to maintain appropriate levels of confidentiality	✓	
11 Ability to work flexibly to meet the requirements of the role	✓	
<u>Qualifications</u>		
1 As stated in the advertisement a Disclosure and Barring Scheme (DBS) clearance, including a check against the adults or children’s barred lists, is required for this post. A criminal conviction will not necessarily debar you. In each case the circumstances will be carefully considered.	✓	
2 Relevant qualification in Cleaning Support Services at Diploma level 2 or a willingness to obtain when in post		✓
<u>Experience</u>		
1 Experience of implementing a safe system of working with tools, equipment and hazardous materials		✓
2 Experience of carrying out general cleaning tasks to a good standard in a professional setting	✓	
3 Experience of supervising other employees	✓	
4 Experience of working effectively as part of a team	✓	