

Job Profile: Working Cleaning Supervisor

Job Title: Working Cleaning Supervisor

Job Grade: L1 Z3

Salary Range: £30,155 - £31,131

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The post holder will come into the Property Management division at an exciting time, being a Working Cleaning Supervisor for FM and work within a wide range of operational and administrative buildings, offering public services that continue to evolve around the borough. These buildings now contain much of the latest cutting-edge technologies, whilst offering a wide range of public services within our properties.

About the role

This hands-on role will report to the Cleaning Team Leader and deliver a professional, pro-active, and cost-effective cleaning service within the Borough of Camden. To have a building of which you will be responsible for supervising a team of cleaners and cleaning an area on behalf of FM Services. Ensure all duties are carried out in accordance with the Council's Health and Safety Policy and report any faults found on sites. To support the Cleaning Service and to ensure that these environments remain of high standard. Where required act as key holder to allow the safe access and exit of the building. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager. This newly formed in-house cleaning service contributes to the cost-effective management of the Corporate buildings enabling the Property Services Division to provide year on year saving targets.

About you

- Good time management
- Ability to work and supervise a team
- Flexible attitude to a changing environment to achieve business goals
- Familiar in use of cleaning materials and handling equipment
- Monitor the cleaners allocated areas, ensuring cleaning standards are maintained to the required level and in accordance with the cleaning schedules. Reporting any defects or persistent standard failures to the line manager
- Carry out regular monitoring of stock quantities, ensuring your site always has sufficient stock of chemicals, materials and consumables to carry out all cleaning tasks, at all times. Liaising with your line manager when restocking is required.
- Ensure the team is tasked efficiently and effectively maximising resource at peak times matching rotas to operational demands
- Ability to train your team and work to Risk Assessment & Method Statement and COSHH safety guidelines relating to your teams tasks
- Ensure you and your team of cleaning operatives always operate within health & safety guidelines. Following all risk assessments & method statements relating to the cleaning tasks and the correct use of personal protective equipment (PPE).
- Provide guidance, support and specialist expertise as required to your team of cleaning operatives

- Maintain the security of the cleaning cupboard/store to prevent access by un-authorized users.
- Attend training courses and meetings as arranged.

Work Environment:

With the changing scope of how we work due to COVID the post holder will need to adapt to future patterns of working. You will need to support teams with suitable equipment, support and equipment as appropriate

People Management Responsibilities:

N/A

Relationships:

- The postholder report to the Cleaning Team Leader.
- Regular contacts include: Cleaning Team, Cleaning Monitoring Officer, Property Managers
- In-house customers, colleagues, stakeholders

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,