

## **Job profile: Cleaning Supervisor**

**Job Title: Cleaning Supervisor**

**Job Grade: Level 2, Zone 1**

**Salary Range: £29,413 - £31,529**

### **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 be responsible for leading a team of cleaning staff across all areas of the site and will interface with all key stakeholders including the day janitors, engineers, security and other members of the Camden management team.

### **About the role**

This critical, and public facing role requires an exceptional candidate with the ability to foresee potential issues and act before they impact on the operations at site.

The successful candidate will lead a team of cleaning staff across all areas of the site and will interface with all key stakeholders including the day janitors, engineers, security and other members of the Camden management team. The post holder will work alongside the Facilities Manager and operatives to assist in co-ordination and management of all cleaning & waste operations within the LBC and assist line management of the team of cleaning operatives providing guidance, support and specialist expertise as required. Drive change, new ideas and challenge current operating procedures implementing best practice across the structure. Ensure the team is tasked efficiently and effectively maximising resource at peak times matching rota's to operational demands.

To review and assist in management of the budget, continually reviewing all factors affecting the operation including materials, consumables, staff payroll and uniforms. Ensuring the necessary internal site quality audits are undertaken and provide a detailed action plan and manage any non-compliance.

You must have an understand Camden's requirements providing solutions to meet and exceed needs and contribute to achieving the Camden objectives, promoting and enhancing excellent relationships with our users, our suppliers and other partners. Ensure adequate quality performance are adhered to, and any non-compliance is resolved in a professional manner and all site related risk assessments are continually monitored, reviewed and updated as necessary. To be responsible for all cleaning equipment, ensuring equipment is fit for purpose and operational at all times minimising down time. Manage the equipment asset list, highlighting lifecycle replacement issues.

The post holder will ensure all staff are fully trained to adhere to Health and Safety legislation and company policies at all times, provide proactive supervision ensuring the on-going use of PPE as necessary, ensuring all risk assessments, and COSHH assessments are in place and adhered to, alongside active use of company toolbox talks which will be completed at least monthly.

Review accident statistics and proactively promote safe working practices. Provide shift cover and flexibility to cover outside normal operational

hours, frequent monitoring and management of silent hours operations.  
Support business continuity planning and management.

**About you**

Previous experience in a similar coordinating role

- Experience of operating within the local government sector.
- Excellent communication skills
- Excellent customer service skills
- Exceptional motivational and people management skills
- Demonstrate good oral and written communication
- Be an approachable people manager with a good knowledge of employee relation
- Well-developed IT skills

Please note the successful candidate will be subject to a DBS check

**Work Environment:**

This role is office based.

**People Management Responsibilities:**

To supervise a team of cleaning operatives providing guidance, support and specialist expertise as required.

**Relationships:**

- The postholder report to the Cleaning Manager.
- The postholder will supervise a cleaning team.
- Regular contacts include: Cleaning Team, Cleaning Monitoring Officer, Property Managers, External suppliers

Working with colleagues within the Soft FM team, this role will work closely alongside colleagues within the Cleaning Management Team, Property Managers, and building users ensuring standards are set, delivered and maintained to a high standard through the life of the property. Working together to assist in co- ordination and management of all cleaning & waste operations within the LB Camden.

**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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.

