

## Person Specification

**Post:** Facilities Supervisor - Band 4

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>Qualifications or training to Level 3 plus further experience to Level 4</li> <li>GCSE level A-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>City and Guilds in cleaning principles</li> <li>BICS trained</li> <li>IOSH Managing Safely</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificate(s)</li> <li>Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in soft FM services in a healthcare setting</li> <li>Supervising a cleaning team</li> <li>Rota management</li> <li>Dealing with HR issues such as sickness.</li> <li>Working with payroll and timesheets</li> </ul>	<ul style="list-style-type: none"> <li>Working in the NHS</li> <li>Working in a mental health NHS Trust</li> <li>Carrying out cleanliness audits</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>NPSA colour coding system</li> <li>National Standards of Healthcare Cleanliness 2021</li> <li>Understanding and developing COSHH and risk assessments</li> <li>Auditing and checking cleaning standards</li> <li>Knowledge of different soft FM services</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to adapt quickly and be reactive to service needs.</li> <li>Basic IT skills for ordering, emails, accessing staff ESR records, submitting timesheets etc.</li> <li>Able to work with different teams</li> <li>Able to line manage a large team</li> <li>Punctual and reliable</li> <li>Positive role model</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

<b>Work Related Circumstances</b>	<p>Work across all sites as required within North / South</p> <p>Work 1 in 5 weekends as part of the supervisor rota</p> <p>Ability to work flexible hours to meet needs of the service</p> <p>Be trained in the in-house soft FM roles to support if required.</p> <p>Work within a mental health ward environment</p> <p>Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs</p> <p>Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</p> <p>Appointments to regulated and controlled activities require an enhanced DBS disclosure.</p>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
-----------------------------------	--	--	---

Drawn up by: Stephanie Rowe

Date: 04.08.23