**CLEANING SERVICES TEAM LEADER**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALITFICATIONS** | Good literacy and numeracy skillsRelevant cleaning qualification e.g. City & Guilds Level 3 Cleaning Supervision Skills (or be prepared to work towards) or equivalent | AF/AC/IAF/I/C |
| **WORK EXPERIENCE** | Experience working within a Cleaning functionExperience of supervising staff | AF/IAF/I |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | Knowledge of: * Regulations and Legislation associated with cleaning

Ability to: * Utilise financial management systems (SAP)
* Undertake budget monitoring activities
* Demonstrate effective workload planning and organisation
* Effectively prioritise own workload whilst working to conflicting deadlines
* Demonstrate effective IT skills including use of Microsoft Office applications
* Demonstrate well developed interpersonal skills with the ability to liaise at all levels
* Prepare and produce reports and documents.
* Work unsupervised, on own initiative and as part of a team
* Demonstrate effective customer service skills
* Maintain confidentiality
* Demonstrate attention to detail
* Undertake administrative duties

Demonstrate commitment to safe working principles and practices associated with Health and Safety Demonstrate commitment to the principles of Equality and Diversity | AF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/I |
| **OTHER** | In order to meet the travel requirements of the role, you must have an appropriate means of mobility.Must be able to work to a flexible working scheme, which may include some weekends/evenings | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates