

JOB DESCRIPTION

JOB TITLE:	Building Cleaning Team Leader	JE NUMBER: A12809
DIRECTORATE:	Leisure, Culture & Community Wellbeing	BAND: 5
RESPONSIBLE TO:	Senior Building Cleaning Team Leader	
RESPONSIBLE FOR:	General cleaners	
MAIN PURPOSE OF POST:	<ol style="list-style-type: none"> 1. To ensure the building cleaning team operates efficiently and in accordance with service specifications. That they are customer focused, achieve excellent value for money and are working in collaboration to achieve the councils' values. 2. To utilise resources effectively. 3. Supervision and auditing of cleaning work in a manner that meets all health and safety requirements. 	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Ensure customer focused, effective communication with internal and external customers and provide an excellent provision of cleaning within buildings and offices, as agreed with the Senior Building Cleaning Team Leader.
2.	Carry out inspections and audits of work carried out by the team to ensure specifications are met
3.	Effective liaison with the Senior Building Cleaning Team Leader in relation to routine cleaning activities
4.	Effectively lead and supervise staff, taking account of the diverse contributions of team members and delegate work to improve the capabilities of all. Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time whilst rewarding success
5.	Ensure all cleaners, including relief Cleaners, are suitably trained through regular training, 1:1's and performance reviews.
6.	Efficient ordering and utilisation of all cleaning materials and cleaning equipment, ensuring efficiency and value for money
7.	Supervision of cleaning work in a manner that fulfils the authority's responsibilities concerning health and safety. Ensure all employees are trained and competent in fulfilling the role in a safe way through best practice
8.	Carry out the full range of building cleaning work as part of the building cleaning team, to ensure all client specifications are met within the buildings and offices the team is responsible for
9.	To be a responsible key holder to relevant places of work
10.	Carry out any other duties appropriate to the grading of the post

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	X
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	
This post may involve the clearance of materials that are unpleasant. For example bodily fluids, faeces both human and animal, and drugs litter.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should

be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Building Cleaning – Team Leader	JE NUMBER:	A12809
DIRECTORATE:	Commercial Services	DATE:	2023

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
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Essential		
•	Self-motivated and able to work with minimal supervision	Application Form/ Interview
•	Ability to assess operational requirements and meet deadlines	Application Form/ Interview
•	Ability to work well and communicate with others	Application Form/ Interview
•	Ability to work as part of a team and to provide excellent team leadership	Application Form/ Interview
•	Ability to motivate, support and develop others.	Application Form/ Interview
•	Understanding of the Health and Safety requirements involved in cleaning activities and ensure employees adhere to this	Application Form/ Interview
Desirable		
•	Knowledge of special cleaning or a related service area	Application Form/ Interview
EXPERIENCE Demonstrable experience of:		
Essential		
•	Working within cleaning services	Application Form/ Interview
•	Working and complying with Health and Safety procedures within a multi-disciplinary workforce.	Application Form/ Interview
•	Working within diverse teams with the ability to plan ahead and actively encourage new ideas and value for money	Application Form/ Interview
•	Identifying commercial opportunities within a local authority environment	Application Form/ Interview

•	Understand and apply new technology to achieve efficient and effective results. Experience of emails and Microsoft word	
Desirable		
•	Leading small teams to meet service standards	Application Form/ Interview
QUALIFICATIONS		
Essential		
•	Appropriate qualification in accordance with the national apprenticeship framework or willing to obtain within 12 months	Qualification / Certificates
•	Manual Handling Certificate or willing to obtain immediately	Qualification / Certificates
•	Good level of Maths and English	
•	Willing to be inoculated for Hepatitis B	
Desirable		
•	First Aid Certificate	Qualification / Certificates
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term</p>	Interview
Level: 1		

	implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 1		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 1		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
Level: 1		
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an</p>	Interview
Level: 1		

	inclusive environment, welcoming challenge however uncomfortable	
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 1		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Level: 1		
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture	Interview

Level: 1

where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly