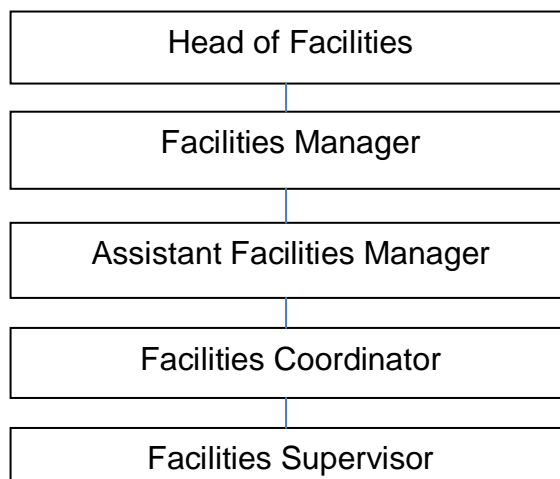


## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Facilities Supervisor
<b>PAY BAND</b>	Mid Cheshire Hospitals NHS Foundation Trust
<b>DIVISION</b>	Estates & Facilities
<b>DEPARTMENT</b>	Facilities
<b>LOCATION/BASE</b>	Leighton

### **Organisational Chart**



### **JOB PURPOSE**

Responsible for the day to day supervision of staff, managing rosters, organisation of staff training, planning staff attendance and allocating annual leaver; applying National and Trust standards to the delivery of service; supporting the Trust's expectation of values and behaviours and reporting on quality and assurance.

### **SERVICE DELIVERY**

1. To deliver cleaning services in accordance with service level agreements, Cleaning management software systems, National and Trust standards and in Agreement with service users
2. To deliver services within agreed financial budgets and targets
3. Work together with contractors on site for window cleaning, air deodorisers and Maintenance of plant displays to enable their agreed services are provided in Accordance with specifications.
4. Prioritise tasks for cleaning services dependant on the designated risk Associated to the department or service user
5. Record and follow up actions taken in relation to customer/ service user issues And/or complaints

## **GOVERNANCE**

1. Record, maintain and provide information for reports, analysis and staff information relating to health, safety, performance and quality
2. Monitor service standards in accordance with National and Trust requirements
3. Report incidents in accordance with incident reporting guidance and assist in Analysis and action points in response to cleaning service related issues.
4. Ensure compliance with Trust policies, procedures and guidelines for self and Others, by taking action/alerting senior management team if practice appears to Contravene policy, or if concerned about any aspect of patient care

## **MANAGERIAL/LEADERSHIP**

1. Be responsible for the management and supervision of staff, allocation of staff And duties to provide services in accordance with National and Trust standards And in compliance with Trust policies and procedures.
2. Participate in the recruitment and selection of staff, KSF appraisals.
3. Recognise and support staff in terms of health and wellbeing
4. Promote a healthy, safe and secure working environment, ensuring compliance With legal and regulatory requirements, maintaining accurate documentation and Reporting any concerns.

## **EDUCATION/LEARNING**

1. Encourage staff development and support attendance at mandatory training provided by the Trust
2. Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including full participation in KSF/appraisal, supervision, action learning and by maintaining a personal portfolio of learning.

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

**All staff at MCHFT have a responsibility to:**

- Always act in accordance with the Code of Conduct for NHS Managers,
- Maintain up to date skills and knowledge, and maintain an awareness of patient led service issues
- Maintain a professional/personal portfolio
- Adhere to Trust policy, procedures and guidelines,
- Adhere to Trust standards of behaviour and expected performance
- Comply with Infection Prevention and Control (IP&C) policies and procedures as appropriate to their role and responsibilities in their individual work setting. Staff are required to be personally accountable for their actions and be responsible for their own compliance in relation to IP&C policies, protocols or advice.
- Ensure they work in accordance with local procedures and report any issues which they consider to be a risk to the health and safety of themselves and/or others.
- Act in accordance with the Trusts values and behaviours
- Where applicable to participate in and provide data on the efficacy of treatment and specialties

Mid Cheshire Hospitals NHS Foundation Trust is looking to ensure that we provide equity of services across seven days of the week. This post may be reviewed in line with this plan and in some cases an element of weekend working may be required.



# PERSON SPECIFICATION – JOB TITLE

	ESSENTIAL	DESIRABLE	ASSESS BY
QUALIFICATIONS KNOWLEDGE/ PREVIOUS EXPERIENCE	Reading, writing and mathematical skills NVQ level 2 – Cleaning and/or NVQ level 2/3 – Customer Service or equivalent Healthcare establishment experience and knowledge or experience of cleaning services Previous supervisory experience or equivalent Comprehensive knowledge of National Cleaning Standards and PAS5748	Above entry level essential skills Supervisory qualification	A S I
SKILLS	Experience of planning and organizing tasks and staff Knowledge and experience of electrical cleaning and moving and handling equipment Excellent communication skills	Ability to complete COSHH, risk and manual handling assessments	I R
<b>PHYSICAL REQUIREMENTS</b> <i>(Reasonable adjustments will be made under the Disability Discrimination Act)</i>	Good attendance record  Ability to perform a wide range of duties according to the Job Description  <b><u>Able to meet the physical requirements of the post</u></b>		A R I

**KEY:** Application form = A Interview = I References = R Skills test = S