

Cleaner Team Leader

Nottingham Castle Trust are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Trust look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience and qualifications. Nottingham Castle Trust are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (related costs must be supported by receipts) if required.

Interviews to be held 13th May

Start date – 1st June

CV and covering letter to recruitment@nottinghamcastletrust.org by 10 May 2021

£19,000 per annum, pro rata part time - up to 25hrs/week

Reports to: Facilities and Maintenance Manager

Direct Line Management: Cleaners

Purpose of Role

To oversee the work and activities of cleaners whilst also maintaining & ensuring a high standard of cleanliness for Nottingham Castle Trust in all public & staff areas. This is in respect to service, hygiene & H&S standards.

Key Responsibilities

- Responsible for opening building, unsetting alarms and admitting contract cleaning staff in mornings
- Scheduling and assigning specific duties/roles to cleaners and ensuring they are carried out expertly
- Controlling and monitoring the usage of cleaning materials and reordering stock
- Establishment of cleaning standards and procedures for workers and ensure adherence to these
- Training and developing cleaners to provide the highest possible standards of cleaning
- Inspection of cleaning equipment on a regular basis to know when they are worn out and also request for replacement
- Ensuring all cleaning and domestic areas are suitably covered in the event of staff absences
- Communicating with the Facilities and Maintenance Manager on any issues arising within the department
- Responsible for own areas of cleaning and for setting an example to the team by cleaning to the highest standards
- Responsible for assisting in covering the cleaning areas if staff shortages
- Any other duties as required

Accountabilities

- Maintaining and raising standards with the support & monitoring of the Facilities and Maintenance Manager
- To report damage to the premises or facilities upon first indication to the Facilities and Maintenance Manager
- To comply with the museums security & fire safety policy's, notifying the Facilities and Maintenance manager of any breaches of security. Training on fire evacuation & Building security will be provided. To attend fire drills & any related training
- Operate in line with the Trust's health and safety /COSHH guidelines ensuring that all cleaning products are used appropriately and are returned to the secured cleaning stores.
- Ensure correct (PPE) Personal Protective equipment worn / used before beginning any tasks Reporting any damaged PPE, equipment or materials to the cleaning supervisor as soon as they have been identified.
- Willingness to carry out any other duties as assigned by the Facilities and Maintenance Manager
- Be aware of all NCT policies and procedures and ensure that these are adhered to by themselves and their team.

Knowledge required

- Familiarity with cleaning equipment and tasks.
- Familiarity with recycling & basic recycling requirements
- An understanding of COSHH and Health & Safety regulations

Experience

- Previous experience in cleaning and supervision of cleaning procedures
- Previous work experience in a similar cleaning / facilities operative role
- Experience of working in a museum, gallery, or a heritage building and/or site
- Experience of operating cleaning machinery
- Experience of working in areas where the general public are present

Skills

- Must possess excellent communication skills
- Excellent decision making ability
- Must have good interpersonal attributes and easily approachable
- Ability to motivate staff
- Proven organisational skills
- Must be capable to work both unsupervised & as part of a team
- Good communication & listening skills
- Ability to manage time effectively to complete tasks to a high standard
- Enthusiastic approach to training to progress skills and abilities
- Enthusiasm for the Trust's aims and its independence, and an interest in all areas of the Trust's work

- Integrity
- Ability to work effectively with colleagues and support a working environment which attracts and retains talent

Other

- Ability to work flexibly five days out of seven per week including regularly working weekends and, when required in the evenings and on Bank Holidays
- This role will require a DBS check which the Trust will pay for.