

# THE MARLOWE

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Housekeeping Supervisor
<b>Reports to</b>	Housekeeping Manager
<b>Grade</b>	M

## JOB PURPOSE

To support the Housekeeping Manager in supervising the Housekeeping Team, ensuring the Marlowe Trust premises are cleaned and presented to the highest standards at all times.

## PRINCIPAL ACCOUNTABILITIES

1. To supervise the Housekeeping team as directed by the Housekeeping Manager, focusing on the training and performance of the team and maintaining high standards of cleanliness and attention to detail.
2. To support the maintenance of adequate levels of housekeeping equipment and consumables by monitoring and reporting requirements to the Housekeeping Manager in a timely manner.
3. To work as part of the team, carrying out cleaning duties.
4. To drive your own career and skills development, making the most of the opportunities made available to you.
5. To work in a safe and legal way to comply with regulatory and legislative requirements.
6. To live and represent the Marlowe's values.

<b>REQUIRED ATTRIBUTES</b>	
<b>Required Qualities</b>	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Housekeeping Supervisor should be:</p> <ul style="list-style-type: none"> <li>• A collaborative and proactive team player</li> <li>• A great communicator</li> <li>• Organised with an eye for detail</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of relevant legislation and regulations, including COSHH and up to date health &amp; safety practice</li> <li>• Good knowledge of cleaning systems and processes</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Basic level of IT skills</li> <li>• Basic people management skills</li> <li>• Good communication skills</li> <li>• Good Problem-solving skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a housekeeping or cleaning team</li> <li>• Some experience of staff supervision</li> </ul>
<b>Qualifications</b>	N/A

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	
<b>Number of staff reporting to the job holder</b>	Direct Reports – 0 Indirect Reports – 0
<b>Any other relevant statistics/information</b>	

<b>WORKING ENVIRONMENT</b>
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

<b>ORGANISATION CHART</b>
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See attached

**November 2021**