beacon

Cleaning Supervisor

£27,234pa

Interested in making a change?
Apply online at **beacon.cymru/jobs**

About Beacon

Beacon Cymru results from the merger in January 2025 of Coastal Housing and RHA Wales: two respected community landlords with reputations for excellence, innovation and being a positive force in the communities where they work.

At Beacon we're a team in the truest sense of the word. We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

Beacon owns and manages almost 9,000 homes across South Wales. We aim to be an organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents. We aim to deliver a greater number of new, high-quality homes each year; we're focused on growth and investment in existing homes and services, and we're a more resilient organisation with a wider geographical reach. We currently have over 500 new homes under constructions across the regions where we operate.

Beacon vision is to provide better places for people and the planet. Our purpose is to create lasting change you can see, through affordable homes, sustainable neighbourhoods, and vibrant town and city centres.

This is supported by our digital vision, which is to use technology to support and enable our aims and priorities, and to enhance our services, communication and interaction with residents and businesses across the communities in which we work. In doing this we will endeavour to create opportunities through our digital strategy for resident focus, innovation and sustainability.



Job Title:	Cleaning Supervisor
Place of work:	Rhondda Cynon Taff Area
Hours of work:	35 Hours per week
Salary:	Up to £27,234 per annum

Our location

Operating across Swansea, Rhondda Cynon Taf, Bridgend, Neath Port Talbot and Carmarthenshire, we have the Gower's world class beaches, beautiful natural landscapes and the Welsh valley's rich industrial heritage on our doorsteps. Swansea and the wider regions where we operate offer world class educational institutions, and the ongoing regeneration across the areas in which we are based bring creativity, thriving communities and friendly places to live and work.

Job Summary

Working as part of the Facilities Team, the Cleaning Supervisor will provide day-to-day operational supervision and support for Beacon Cymru's in-house cleaning service across Rhondda Cynon Taf sites. The role will combine hands-on cleaning duties with responsibility for staff deployment, service standards, quality assurance, training, stock control, purchasing support and compliance. The postholder will work alongside the cleaning team for approximately 70% of their time, with approximately 30% dedicated to supervisory responsibilities, helping to maintain frontline service delivery while strengthening resilience, accountability and consistency across the service.



Key Responsibilities

Operational Cleaning

- Undertake scheduled cleaning duties across RCT sites, working alongside the cleaning team and maintaining a predominantly operational presence.
- Absorb 7.5 hours of operational cleaning work each week and provide practical support to the team where service pressures arises.
- Support annual leave and absence cover arrangements to maintain continuity and resilience across the service.
- Ensure allocated areas are cleaned safely, efficiently and to Beacon Cymru's required standards.

Team Supervision and Support

- Provide day-to-day supervision, direction and support to members of the cleaning team.
- Allocate work, coordinate rotas and deployment, and respond to changing operational priorities.
- Plan and coordinate cover for annual leave, sickness absence and periods of increased demand.
- Hold regular team briefings and ensure employees receive clear, timely information about service requirements and organisational changes.
- Support employee wellbeing, engagement and performance, escalating formal or complex matters to the Director of Facilities as appropriate.
- Contribute to recruitment, induction, probation, attendance and performance processes in accordance with organisational procedures.

Service Standards and Quality Assurance

- Monitor cleaning standards through planned inspections, spot checks and service reviews across RCT sites.
- Maintain accurate quality assurance records and promptly address any shortfalls in standards.
- Investigate and respond to cleaning-related queries, complaints and operational issues, identifying practical and sustainable solutions.
- Support continuous improvement by reviewing working methods, schedules and service priorities.
- Provide operational updates and management information to the Director of Facilities.

Training and Development

- Identify training needs and deliver or coordinate practical instruction in cleaning methods, equipment use, safe systems of work and required standards.
- Ensure new and existing employees are appropriately inducted, trained and competent to undertake their duties.
- Coach team members, provide constructive feedback and support ongoing learning and development.

Stock Control and Purchasing

- Manage cleaning consumables, equipment and stock levels to ensure operational availability while minimising waste and unnecessary expenditure.
- Maintain accurate stock records, complete regular stock checks and arrange replenishment in accordance with purchasing procedures.
- Support value-for-money purchasing arrangements and identify opportunities to improve efficiency, standardisation and budget control.

- Ensure products and equipment are stored securely and used in accordance with manufacturers' instructions and COSHH requirements.

Health, Safety and Compliance

- Promote and monitor compliance with health and safety legislation, COSHH regulations, risk assessments, safe systems of work and Beacon Cymru policies and procedures.
- Ensure chemicals, cleaning materials and equipment are labelled, stored, handled and disposed of safely.
- Complete and maintain required compliance records, including product information, training records and inspection documentation.
- Report accidents, incidents, hazards, defects and safeguarding concerns promptly and support any follow-up action.
- Ensure cleaning equipment is maintained in safe working order and defects are reported and addressed.

Working Relationships and Corporate Responsibilities

- Build effective working relationships with Facilities colleagues, site teams, contractors, suppliers and other internal stakeholders.
- Communicate service issues and priorities clearly and professionally, escalating matters where appropriate.
- Attend meetings, training and development activities as required.
- Treat colleagues, residents, contractors, stakeholders and members of the public fairly, respectfully and without discrimination.
- Promote and uphold Beacon Cymru's values, behaviours and objectives.
- Undertake any other duties reasonably commensurate with the level and responsibilities of the role.

NB. *This job description is not exhaustive and may change to meet the needs of Beacon Cymru Group.*

Person Specification – Cleaning Supervisor		
Essential	**Desirable**	**Criterion**
Experience		
✓		Practical experience of delivering cleaning services in a workplace, housing, facilities or comparable operational environment.
✓		Experience of supervising, coordinating or providing day-to-day direction to employees.
✓		Experience of allocating work, organising rotas or coordinating cover to meet service needs.
✓		Experience of monitoring standards, completing inspections or undertaking quality assurance checks.
✓		Experience of managing cleaning products, consumables, equipment or stock.
	✓	Experience of purchasing, budget monitoring or identifying value-for-money efficiencies.
Skills and Knowledge		
✓		Sound knowledge of cleaning methods, products, machinery and safe working practices.

✓		Working knowledge of health and safety requirements relevant to cleaning services, including COSHH, risk assessments and safe storage and handling of substances.
✓		Ability to lead by example, provide clear operational direction and support employee performance and development.
✓		Strong organisational and time-management skills, with the ability to prioritise competing operational demands.
✓		Good verbal and written communication skills, including the ability to give clear instructions and maintain accurate records.
✓		Ability to identify service issues, resolve day-to-day problems and escalate concerns appropriately.
✓		Basic IT skills and the ability to use email, electronic records and standard office applications.
	✓	Relevant cleaning, supervisory, facilities management or health and safety qualification.
	✓	Welsh language skills.
Personal Qualities		
✓		Reliable, practical and willing to work alongside the team in a predominantly operational role.
✓		Approachable and supportive, with the confidence to address shortfalls and reinforce required standards.
✓		Committed to high-quality service, continuous improvement and value for money.
✓		Demonstrates fairness, integrity, discretion and respect when working with colleagues and stakeholders.
✓		Adaptable and able to respond positively to changing priorities, absence cover and operational pressures.
General		
✓		Ability to travel between RCT sites and to be fully mobile in the role.
✓		Flexibility to work at different locations and outside normal working patterns where service needs reasonably require.
✓		Commitment to Beacon Cymru's values, equality, diversity and inclusion, and health and safety requirements.

Next steps

If this seems the job for you can apply online 24/7 right up until midnight on the 25th November 2026

If you'd like to chat to us about the role before you apply, please contact Rod Gregory on 07866 253406

You can save your application progress through our online application system so you don't need to do the entire thing in one go. We are not accepting CV's for this vacancy.

Here's a whistlestop tour of our typical recruitment process so you know what to expect:

- Complete and submit the application form online before the closing date and time shown.
- We'll review all applications and let you know whether or not you've been shortlisted.
- If you are, we'll invite you to come and meet us for an interview. Please ensure you are available for these dates prior to applying as we will not be able to offer alternative dates.
- If you're successful, we'll make you an offer.
- Once you've accepted our offer, we'll follow up your references and check your eligibility to work in the UK – if the role requires it, we'll also carry out a DBS check.
- Once that's all done, we'll send you a contract and confirm your start date.
- Welcome to **#TeamBeacon!** There's a 6-month probationary period from your start date and your manager and HR will support you throughout.

Our benefits

Beacon offers a wide range of benefits including:

30 days annual leave, plus an additional 2 days leave at Christmas!

Enhanced family friendly leave, including paid dependency leave.

Defined contribution pension with included life assurance of 3 times your salary.

Enhanced company sick pay.

Extensive wellbeing offer.



Want to see the full range of benefits?
Visit **beacon.cymru/jobs**