



Preston North End Football Club  
Sir Tom Finney Way  
Deepdale  
Preston  
PR1 6RU

## Job Specification

<b>JOB INFORMATION</b>	
<b>AVAILABLE POSITION</b>	Cleaning Team Leader
<b>WHO WE ARE</b> <p>Preston North End Football Club is a professional football club in Preston, Lancashire, whose first team currently play in the English Football League Championship. Preston North End stadium is situated in the heart of Preston, Deepdale. The Club operates over five sites to incorporate the first team, the academy team, the Preston North End Community and Education Trust (PNECET), the administration team and the stadium. The majority of the sites are in Preston and one in Euxton, Chorley. Preston North End FC was officially formed in 1880 and was a founder member of the Football League in 1888. Our aspirations are to achieve promotion and play in the Premier League and we want you to help us get there.</p> <p>Football is a unique industry. Working in football is a dream for many people; if it is your dream then you will experience football life behind the scenes.</p>	
<b>JOB SUMMARY</b> <p>The Cleaning Team leader will lead a team of six cleaners in their day-to-day cleaning tasks. You will ensure that all work areas are cleaned to the Club's high standards at all times. You will be required to respond to specific requests as delivered by the department manager and communicate these clearly to your team for action within a set period.</p>	
<b>DEPARTMENT &amp; TEAM</b>	Facilities Team
<b>SALARY</b>	£12.50 per hour
<b>CLOSING DATE</b>	Monday 7 <sup>th</sup> August 2023, 5pm
<b>HOW TO APPLY</b>	Please download the application form and complete in full. Please return via email to: <a href="mailto:jobs@pne.com">jobs@pne.com</a> or post to the

	<p>address at the top of this job specification.</p> <p>You are welcome to send a CV with your application form, but the application form must be completed in full.</p> <p>Please download and complete the Equal Opportunities Monitoring Form. This should be received separately to your application form as this is to remain anonymous.</p> <p>Should you have any queries or you have difficulty downloading the relevant forms, please email: <a href="mailto:cleaning@pne.com">cleaning@pne.com</a></p> <p>Interviews will take place shortly after the closing date.</p>
<b>LOCATION</b>	<p>You will be based at Preston North End Football Club stadium, Sir Tom Finney Way, Deepdale, PR1 6RU.</p>
<b>WORKING HOURS</b>	<p>Your working hours will be from 3pm to 9pm Monday to Friday. It will be a minimum of 30 hours per week.</p> <p>You may from time to time be required to work additional hours, prior notice will be given.</p> <p>You will also form part of the matchday team and will be expected to work on a rotational basis to cover home match events. You will be given as much notice as possible and will receive payment for matchdays in addition to your contractual hours of work.</p>
<p><b>WHAT YOU CAN EXPECT IN RETURN</b></p> <ul style="list-style-type: none"> <li>• Further training and development opportunities.</li> <li>• Access to staff discounts.</li> <li>• A complimentary season ticket (League fixtures only)</li> <li>• Onsite parking.</li> </ul> <p>You will also benefit from working with an outstanding team of accomplished professionals across a range of diverse, exciting and varied departments.</p> <p>Preston North End boasts many strong role models and has a culture of excellence, passion, unity and respect.</p> <p>Find out more by visiting our website: <a href="http://www.pne.com">www.pne.com</a></p>	
<b>JOB REFERENCE</b>	PNE - 1177

<b>POSITION IN THE ORGANISATION</b>	
<i>Specify who the job holder reports to</i>	Cleaning Manager and ultimately the Stadium and Facilities Manager.
<i>Specify who reports to the job holder</i>	N/A
<i>Specify who the job holder interacts with in the course of carrying out the role</i>	Other employees of the Club and stakeholders.

<b>MAIN RESPONSIBILITIES AND ACCOUNTABILITIES</b>
<p>In this role, you will lead a team of cleaners to ensure the highest standards of cleanliness and hygiene are achieved on a daily basis.</p> <p>In this role, you will ensure a smooth and efficient running of the cleaning operation for the stadium bowl, stadium concourse areas, Minerva Healthcare Centre, Heartbeat Centre, staff offices and hospitality areas whilst also providing training and development to all colleagues within your team.</p> <p>As a team leader you will:</p> <ul style="list-style-type: none"> <li>• Assist with the organisation and allocation of duties</li> <li>• Manage, motivate and develop your team</li> <li>• Monitor cleaning standards</li> <li>• Ensure maximum security is maintained within the cleaning department in relation to keys, external doors, alarm systems and company property at all times.</li> <li>• Good verbal and written communication skills are required, along with an organised and methodical approach to work. The ideal candidate will be flexible and adaptable, have a motivational approach with their team and have previous leadership experience.</li> <li>• To ensure all staff are aware of the Health &amp; Safety, Lone Working policies, procedures, and maintenance on call procedure for emergency call outs.</li> <li>• To report any damage/defects, stock shortages to the department manager.</li> <li>• During holidays and sickness absences, you may be required to do some general purpose cleaning of various areas, which may include the use of heavy machinery such as floor machine and a buffer.</li> </ul> <p>The above tasks and responsibilities may vary over time according to the changing needs of Preston North End FC and the Preston North End Community and Education Trust.</p>
<b>EXPERIENCE, SKILLS AND QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• A minimum of three years previous supervisory/team leadership experience is required</li> </ul>
<ul style="list-style-type: none"> <li>• A motivational approach to colleagues and work</li> </ul>
<ul style="list-style-type: none"> <li>• Flexible and adaptable approach</li> </ul>

<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> </ul>
<ul style="list-style-type: none"> <li>• Previous experience within the cleaning industry is essential</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and experience of cleaning machines</li> </ul>
<ul style="list-style-type: none"> <li>• The ability to implement and adhere to standards and procedures</li> </ul>
<ul style="list-style-type: none"> <li>• A methodical approach to cleaning that is organised, efficient and thorough</li> </ul>

### **Inclusion and Anti-Discrimination Mission Statement**

Deepdale Stadium, the home of Preston North End Football Club, is one of the most iconic buildings in the City of Preston, with the ability to house over 20,000 people. The influence a football club can have on its local community cannot be underestimated and with the potential footfall within our stadium and associated premises, we have the opportunity to positively increase connections with our fan base and wider communities when equality, diversity, and inclusion is held at the core of all of our operations.

Whether you are a player, official, employee, volunteer, spectator or visitor, Preston North End welcomes people from all backgrounds and are committed to preventing and eradicating all forms of discrimination, whether this be on the grounds of sex, sexual orientation, race, age, disability, religion or belief, pregnancy and maternity, gender reassignment and marriage or civil partnership status.

The Club's Equality Working Group and the Community and Education Trust are working towards making Preston North End as accessible as possible to all, removing barriers and providing opportunities to engage with diverse communities. The Club has a zero tolerance policy on any form of hateful or discriminatory behaviour and encourages anybody who witnesses any such behaviour to report this to the Club using the appropriate methods.

We all have a shared interest and passion in seeing the success of Preston North End.

Football is for everyone and should be enjoyed by all who wishes to participate in it.

### **Safeguarding statement**

Preston North End Football Club and Preston North End Community and Education Trust are committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment.

Everyone has a role to play in safeguarding and we strive to ensure that staff and volunteers are well informed, and know how to recognise abuse, and what to do if they have a concern. The successful applicant will be expected to undertake mandatory safeguarding training.

### **Safer Recruitment**

You will be required to provide details of referees for the previous five years working history or education. Any gaps in work history will need to be accounted for. You are required to complete a Standard DBS check, which the Club will pay for.

All offers of employment on these identified roles are subject to a satisfactory outcome of the DBS process. All employees or volunteers will be required to complete an EFL self-declaration form.