



CANDIDATE BRIEF

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HOUSE KEEPER SUPERVISOR

OCTOBER 2025





AN INTERNATIONAL SPORTING VENUE,
A PROFESSIONAL COUNTY CRICKET CLUB
AND A THRIVING COMMUNITY HUB

We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team and our lauded community programmes.

Working within our existing housekeeping team, the successful candidate will help to maintain the cleanliness of the venue seating, concourses, buildings and offices to a very high standard.

The person will support the Facilities Manager in the day-to-day supervision of the housekeeping team and act as first port of call for the team and escalate to management when required.

Thank you for your interest in this role.

ROLE PROFILE

Position: House Keeper Supervisor

Location: Trent Bridge Nottingham, NG2 6AG

Hours: 35 hours per week

Contract Type: Permanent Fulltime

Salary: £30,500 per annum

Responsible to: Facilities Manager

RELEVANT GENERAL OBJECTIVES

- Protect and enhance the Trent Bridge brand
- Continue to develop Trent Bridge as an International ground of the highest repute
- Commit to an open, challenging culture where outstanding performance is the norm

SPECIFIC ROLE OBJECTIVES

- Ensure all areas of Trent Bridge are maintained to the highest standards of cleanliness, hygiene and presentation.
- Act as first port of call for the team and escalate to management when required.
- Support the Facilities Manager with the supervision and coordination of housekeeping staff, ensuring effective work practices and compliance with health and safety procedures.
- Promote a courteous, professional, and customer-focused approach at all times.
- Maintain good communication and effective working relationships with colleagues across all departments.

KEY RESPONSIBILITIES

Housekeeping (30 hours per week):

- Clean and maintain all areas of the venue, including public, staff, and back-of-house spaces, to the highest standards.
- Carry out cleaning tasks such as sweeping, mopping, vacuuming, dusting, polishing, and waste disposal in line with venue standards.
- Maintain and check cleaning equipment, ensuring it is cleaned, maintained, and stored correctly after use.
- Replenish cleaning supplies and report any stock shortages or equipment faults promptly.
- Follow all Health and Safety and COSHH regulations, maintaining a safe working environment for staff and venue users.
- Respond promptly and courteously to any customer requests or cleaning issues.

Supervisory and Administrative Duties (5 hours per week):

- Support the Facilities Manager in the day-to-day supervision of the housekeeping team.
- Act as first port of call for the team and escalate to management when required.
- Allocate cleaning duties, monitor performance, and ensure that work is completed to required standards and within agreed timeframes.
- Conduct regular inspections of all areas to ensure cleanliness, presentation, and compliance with venue standards.
- Assist with staff training, induction, and performance reviews where required.
- Maintain cleaning schedules, stock records, and incident logs.
- Provide cover for the full-time housekeeping role during holidays, sickness, or busy periods.
- Maintain clear and effective communication with colleagues across all departments to ensure seamless venue operations.
- Undertake any other ad hoc duties in support of departmental objectives, as requested by the Facilities Manager

KEY PERFORMANCE INDICATORS

- Consistent achievement of high cleaning and presentation standards across all areas.
- Effective support to the Facilities Manager and the housekeeping team.
- Professional, courteous and cooperative working relationships with staff, venue users, and management.
- Accurate and timely completion of administrative and reporting duties.
- Full adherence to health, safety, and security procedures at all times.

EQUITY, DIVERSITY AND INCLUSION

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

PERSON SPECIFICATION

Fulltime Housekeeper Supervisor

Department: Facility Management

	Essential	Desirable
Experience		Recent experience with a supervisory role within a housekeeping environment
Knowledge	Knowledge of the duties of a cleaner for large premises	Understanding of COSHH & Manual Handling Knowledge of public safety and security
Skills	Ability to work alone and as part of a team. Ability to use own initiative Good communication skills Ability to be adaptable	Supervisory and management skills
Qualifications	Good basic literacy and numeracy skills	COSHH /Manual Handling Certificates
Qualities & Attitude	Flexibility to work weekends and evenings Flexibility to cover holidays and sickness Self- Motivation Friendly and approachable	
Other		

HOW TO APPLY

For a full job description, including the person specification please visit
<https://www.trentbridge.co.uk/jobs/index.html>

If you would like to join us at Trent Bridge, please apply through our recruitment link at
<https://nottinghamshirecountycricketclub.livevacancies.co.uk/#/job/details/24>

If you have any questions please email the HR Department at: recruitment@trentbridge.co.uk

Closing date for receipt of applications will be: **17:00 Sunday 16th November 2025**

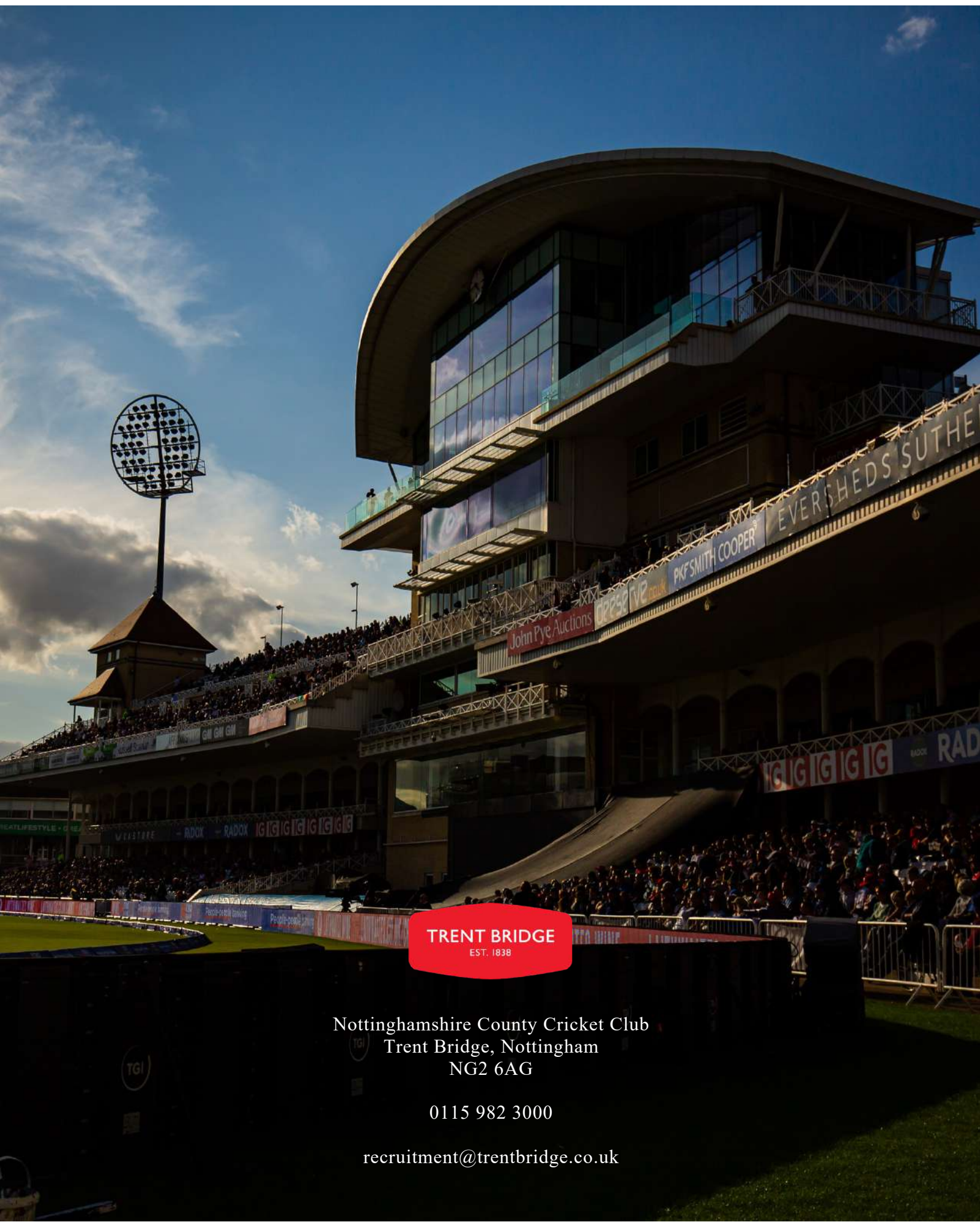
Interview date will be: **19th – 21st November 2025**

We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible

We are committed to safeguarding and promoting the welfare of children, young people and adults
and expect the same commitment from all staff and volunteers

We are an equal opportunity employer. we celebrate diversity and are committed to building an
inclusive environment for all employees. when submitting your details, please let us know if you
require any support or reasonable adjustments during the interview process

No agencies please



TRENT BRIDGE

EST. 1838

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