

BACHE CLEANING SUPERVISOR OF THE YEAR AWARD 2016

In recognition of the skills and professionalism shown by Higher Education cleaning supervisors the Association is pleased to promote this new Award in 2016.

The Association is pleased to promote this Award on two levels; **Highly Commended Category and Supervisor of the Year.**

The award will be presented to a university/college cleaning supervisor who has demonstrated that they have excelled in **at least three** of the following 4 criteria, demonstrating that he/she has performed their role in an outstanding or exemplary manner during the proceeding twelve-month period (1 April 2015 to 31 March 2016).

Criteria

1. Service Delivery
2. Teamwork, Development and Motivation
3. Decision Making Processes, Planning and Organising Resources
4. Initiative and Problem Solving, Knowledge and Experience

Further information and guidelines for submissions:

1. Submissions are open to directly employed and or contracted cleaning teams.
2. Submissions in the case of directly employed cleaning supervisors are to be put forward by the Line Manager and or Head of Department. For indirectly employed personnel, the submission must be approved and submitted by the lead university/college BACHE member representative.
3. Entries can only be submitted by registered members of the Association as of 11 March 2016. Submissions from non-members will not be considered.
4. All submissions received by the deadline advised below will be considered by a sub-group of the Executive (consisting of two members) who will be supported in their deliberations by a professional representative from the cleaning industry.
5. Submissions are to be submitted electronically comprising no more than 3 sides of A4 in the form of a pdf file to the BACHE Administrator Debbi Smith e-mail: admin@bache.org.uk to arrive by **17:00 hours on Friday 6 May 2016.**

6. Depending on the number of submissions received a round of short-listing may be necessary and or further information may be sought. In the case of the later, the Line Manager and or Head of Department may be contacted for additional material to assist the sub-group in their deliberations.

It is a requirement that those submitting entries have booked and paid for at least one full conference delegate package for attendance at the Associations 2016 Conference scheduled to take place between 26 and 28 June 2016 at Sheffield Hallam University.

7. The winner of the 2016 Supervisor of the Year Award will be announced at the Associations Gala Dinner and Awards evening to be held on Monday 27 June 2016 at the Cutlers Hall Sheffield.

The top four entries in this category will be invited to attend the Gala Dinner free of charge.

8. By submitting an entry and in the event that your entry is selected as the Highly Commended or Winner you agree for a copy of your entry to be posted on the members section of the Association website for a period of 12 months from 1 July 2016 in order that details can be shared with the Associations members.
9. If you have any queries and or require clarification please contact the Association's Administrator Debbi Smith via e-mail admin@bache.org.uk

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Chair, BACHE