

Job Description

Job Title	CLEANER
Salary Range	Support Scale, Fixed Point 21 £23,555 per annum, pro rata, £12.21 an hour
Faculty / Section	Estates
Hours per Week	12.5 (Monday to Friday, 6 am - 8.30 am)
Terms of Employment	Permanent Full year Cleaning Operative Contract
Annual Leave Entitlement	28* Days pro rata + Bank Holiday entitlement and College Closure Days
Responsible to	Estates Manager via Cleaning Supervisor

Job Purpose:

- To undertake daily cleaning to required specification and standards

Key Tasks / Responsibilities:

1. Take responsibility for maintaining the highest standard of cleanliness within a designated cleaning area in accordance with college specifications.
2. Ensure that regular checks of equipment and machinery are carried out during your hours of duty and any defects are reported to the Cleaning Supervisor.
3. Take responsibility for maintaining machinery and other equipment in a clean and tidy condition.
4. Report to the Cleaning Supervisor any dangers or hazards that you may encounter.
5. Ensure that you wear safe and adequate footwear and other protective clothing at all times.
6. Assist with other tasks within your capabilities in order to maintain and improve the cleaning services within the premises as and when necessary.
7. Act responsibly and with integrity regarding room security when in possession of College keys.
8. Attend training sessions and team meetings relevant to post.
9. Liaise with your supervisor and colleagues to create a harmonious working environment.
10. Other duties commensurate with the grade of post as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience		<ul style="list-style-type: none"> • Experience of working in a commercial cleaning environment • Experienced in the use of rotary cleaning equipment • Experienced in the use of commercial carpet shampoo equipment 	Application Form
Qualifications		<ul style="list-style-type: none"> • NVQ Level 2 in cleaning or equivalent qualification 	Application form
Skills / Abilities	<ul style="list-style-type: none"> • Enthusiastic, with good organisational skills and attention to detail 	A working knowledge of COSHH Regulations and Health & Safety at Work Act	
Personal	<ul style="list-style-type: none"> • Capable of working on own initiative and under pressure • Working to deadlines • A willingness to adapt to changing circumstances • A willingness to attend any training courses appropriate to the post 		Application form and interview



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve