



## ESTATES

### APPOINTMENT OF CLEANING OPERATIVES – REF 221269R2

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our results, inclusivity, and friendly and supportive culture, with a focus on putting the student at the heart of all that we do. We pride ourselves on providing the best facilities for our students and staff, with our fabulous campus providing the perfect backdrop for teaching and learning.

We are currently recruiting to various cleaning roles to support the cleaning of our new state of the art facilities, including our new Buttermere Building, recently refurbished restaurants, and Student Zones.

Our Estates Cleaning Team play a key role in ensuring we always maintain the highest standards of cleanliness and we are therefore seeking applicants with a keen eye for detail and commitment to providing excellent customer service.



## **JOB DESCRIPTION**

**JOB TITLE:** Cleaning Operatives -Ref 221269R2

**UPDATED:** Feb 2023

**RESPONSIBLE TO:** Head of Estates

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

### **KEY DUTIES**

ROLE SPECIFIC
<ul style="list-style-type: none"> <li>• Empty waste bins</li> </ul>
<ul style="list-style-type: none"> <li>• Sweep and vacuum carpeted floors</li> </ul>
<ul style="list-style-type: none"> <li>• Sweep/damp mop other floors</li> </ul>
<ul style="list-style-type: none"> <li>• Buff/scrub vinyl floors as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Clean internal windows</li> </ul>
<ul style="list-style-type: none"> <li>• Damp dust/wipe ledges, furniture and equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Clean toilets, sinks, ledges, mirrors and partitions</li> </ul>
<ul style="list-style-type: none"> <li>• Replenish consumable paper and soap</li> </ul>
<ul style="list-style-type: none"> <li>• Remove graffiti/chewing gum</li> </ul>
<ul style="list-style-type: none"> <li>• Spot clean walls</li> </ul>
<ul style="list-style-type: none"> <li>• Cleaning of regular touch points</li> </ul>
<ul style="list-style-type: none"> <li>• Biohazard cleaning</li> </ul>



## QUALITY

- Be actively involved in the College's continuous improvement culture

## COLLEGE RESPONSIBILITIES

- Participate in appraisal and professional development activities as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection
- Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

## GENERAL

- Undertake other duties as may be reasonably commensurate with the grade at the initial place of work or at other locations in the college catchment areas.





### PERSON SPECIFICATION

CRITERIA	ESSENTIAL OR DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or willingness to work towards these qualifications	<b>D</b>	Application form/Interview
A willingness to undertake appropriate Continuing Professional Development (CPD)	<b>E</b>	Application form/Interview
First aid qualification or a willingness to achieve if requested.	<b>D</b>	Application form/ Interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>		
Previous cleaning experience ideally in a commercial or industrial environment	<b>E</b>	Application form/ Interview
Experience in the use of cleaning equipment	<b>D</b>	Application form/ Interview
<b>PERSONAL SKILLS AND ATTITUDES</b>		
Have an empathy towards students and capability to challenge unacceptable behaviour	<b>E</b>	Application form
Possess high standards and be conscientious	<b>E</b>	Application form
Display initiative, be positive and friendly		Application form
Demonstrate a commitment to equal opportunities, customer care and quality assurance	<b>E</b>	Interview
Display energy and enthusiasm	<b>E</b>	Interview
Possess excellent communication skills	<b>E</b>	Interview
Be a team player	<b>E</b>	Interview





Demonstrate a commitment to the process of continuous review and improvement	<b>E</b>	Interview
Suitable to work with children, young people and vulnerable adults	<b>E</b>	Interview/Employment Checks



### **SUMMARY OF MAIN TERMS AND CONDITIONS**

<b>SALARY</b>	£10.59 per hour
<b>WORKING HOURS</b>	<ul style="list-style-type: none"> <li>- Various positions available</li> <li>- Predominantly before 9am and after 3.30pm (possibility of up to 35 hours per week)</li> <li>- Split shifts will be considered (AM/PM)</li> <li>- Hours are mainly term-time meaning successful applicants will not work during half-terms, summer break or Christmas (equated pay in place meaning salary will be paid equally each month even during holiday periods)</li> <li>- Casual overtime opportunities may be available</li> </ul> <p>Please indicate the hours you would be interested in when completing application form.</p>
<b>PENSION SCHEME</b>	You are entitled to join the Local Government Pension Scheme. Further details are available at <a href="http://www.yourpensionservice.org.uk">www.yourpensionservice.org.uk</a>
<b>HOLIDAYS</b>	<p>You will receive:</p> <p>20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August)</p> <p>8 Bank and Public Holidays</p> <p>4 extra Statutory Holidays</p> <p>3 closure days should the College decide to close in the interests of efficiency</p> <p>This entitlement will be on a pro-rata basis for posts that are part-time and those who work term time only</p>
<b>SAFEGUARDING</b>	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBSs Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit <a href="http://www.gov.uk/government/publications/dbs-code-of-practice">www.gov.uk/government/publications/dbs-code-of-practice</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a></p>
<b>HEALTH</b>	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.



<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12-month probation period.
<b>NOTICE BY EMPLOYEE</b>	The appointment can be terminated by 6 weeks' written notice except during the probationary period when it is 4 weeks' notice.
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is **midday, Friday 31<sup>st</sup> March 2023**

**Approved:** M. Scholey, Head of Estates

**Date:** Feb 2023



# Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

## Work Life Balance

### Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

### Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

## Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

## Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

//runshawrewards.co.uk and //discountsforteachers.co.uk

- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

## Financial

### Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

### Pensions:

- Membership of a career average defined pension scheme, either:
  - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
  - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a





pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:  
[//yourpensionservice.org.uk](http://yourpensionservice.org.uk)  
[//teacherspensions.co.uk](http://teacherspensions.co.uk)

#### Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

#### Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

#### Health & Wellbeing

##### Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

#### Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

#### Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

#### On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!