

## JOB DESCRIPTION

<b>Post:</b>	<b>Cleaner</b>
<b>Responsible to:</b>	<b>Estates Supervisor</b>
<b>Department:</b>	<b>Estates and Capital Development</b>
<b>Pay Band:</b>	<b>1</b>

### JOB PURPOSE:

Working as part of the Cleaning Services Team, you will assist in maintaining the cleanliness, safety and security of the site. To provide efficient and effective support to the College and its users including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

### MAIN DUTIES:

- Undertake any cleaning work requested, to a high standard, following the College cleaning specification and work procedure;
- Cleaning various areas of the college site as required. These may include, classrooms, offices, stairs, corridors, communal areas, kitchens, toilets and other areas as may be required;
- Be willing to work flexible hours and duties to accommodate business needs and staff absences;
- Use step ladders and stairs in carrying out duties;
- Use all types of cleaning machines, including floor cleaning equipment.;
- To deal with waste in accordance with the college's policy on waste management;
- To ensure cleaning materials and equipment are used and secured as directed in accordance with COSHH regulations;
- To ensure all equipment used is fit for purpose and to report damaged or pot of date PAT tested equipment to the Estates Supervisor;
- To to attend college's induction and other trainings as may be required;
- Maintain a professional approach, clear and constructive communication with staff, students and visitors to the college;

#### **PERSONAL DEVELOPMENT:**

- To actively participate in a monthly and annual performance review;
- To attend training as required.

#### **HEALTH AND SAFETY:**

- To take personal responsibility for the health and safety of themselves and other persons who may be affected by their actions at work;
- To raise any health and safety concern with Estates Supervisor.

#### **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

**PERSON SPECIFICATION**

	<b>CRITERIA</b>	<b>HOW ASSESSED</b>
	<b>Essential</b>	
1	Be educated to Level 1 in literacy, numeracy and I.T.	Application form, test on day of interview
2	Demonstrate high standards of cleaning	Application form, interview
3	Have knowledge of the safe use of cleaning products and cleaning machines	Application form, interview
4	Demonstrate good communication and interpersonal skills	Application form, interview
5	Able to work without supervision and also as part of a team	Application form, interview
6	Be flexible, hard working, enthusiastic, honest and reliable	Application form, interview
7	Understand Health and Safety and COSHH legislation.	Application form, interview, certificates
8	Have experience of working with the general public	Application form, interview

It is **desirable** that the successful candidate should have had relevant previous experience.

## CONDITIONS OF SERVICE

<b>Salary</b>	Pay band 1
<b>Working hours</b>	Varied hours, 52 weeks
<b>Holidays</b>	24 days rising to a maximum of 29 days, plus public holidays
<b>Payment</b>	Monthly payments through the bank credit scheme.
<b>DBS</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Medical</b>	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.
<b>Smoking</b>	Abingdon and Witney College has a non-smoking policy
<b>Pension</b>	Employees are automatically admitted to the Local Government Pension Scheme. Details can be obtained from the College on appointment.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.