

JOB DESCRIPTION

Post:	Cleaner
Responsible to:	Estates Supervisor
Department:	Estates and Capital Development
Pay Band:	1

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.

The management reserve the right to amend the job description in consultation with the employee to reflect changes in the duties of the post, and is not definitive or restrictive in any way.

PERSON SPECIFICATION

	CRITERIA	HOW ASSESSED
	Essential	
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.