



JOB DESCRIPTION	
JOB TITLE	Cleaner
PAY	Point 12, £9,121.61 per annum - pro-rata of £22,500
HOURS	15 hours per week, all year round (shift pattern to be agreed)
REPORTS TO	Cleaning Team Leader
LOCATION	Peterborough College
JOB PURPOSE	
To undertake cleaning duties in college buildings on the main campus and other off-site buildings in the IEG group. Each cleaner will be expected to clean a designated area, including corridors, offices, classrooms, toilets and food preparation and eating areas as appropriate, to the correct standard.	
MAIN DUTIES AND RESPONSIBILITIES	
Your main duties and responsibilities will include, but will not be limited to the following areas:	
<ul style="list-style-type: none"> • Undertake a defined variety of cleaning tasks to ensure that the designated area is clean to an acceptable standard • Standard areas may involve but not be limited to cleaning of corridors, stairwells, classrooms, offices, toilet replenishment, toilet cleaning, food preparation and eating areas and other communal areas • Some designated areas may include specialist areas such as the nurse's room, nursery, print room and various laboratories, salons, and workshops. Tasks will be defined and specific instruction given for these areas, including health and safety instructions where necessary • To be on call to deal with spillages within the College. • Carry out periodic toilet checks throughout the day as and when required. • Carry out external cleaning including window cleaning, jet washing, litter picking, bin emptying, and bin cleaning when/where required. • Ensure the necessary additional cleaning is undertaken for VIP visits and events. • Maintain and contribute to the continued improvement of cleaning and hygiene service standards in all areas of the College. • Maintain good relationships with staff, students and the public have a flexible approach. • Respond to reasonable additional tasks set by the Estates Co-ordinator including carrying out deep cleaning and cover for colleagues • Accept changes to standard routine when requested. This may involve a change of area, a change of the tasks defined in that area or improvement of standards • Comply with all health and safety instructions • Train in the use of and use a range of cleaning equipment. (Floor scrubbers, power washers, etc.) • Assist line manager with auditing and training for cleaning staff. • Carry out college locking and unlocking duties as required. 	
OTHER	
<ul style="list-style-type: none"> • Engender a strong team ethos, which promotes a positive, can-do attitude across the department. 	



- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Undertake continuing professional development as appropriate. Which means taking a full part in the IEG staff development programme, including departmental and role specific training, and the IEG appraisal process.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Permanent
Pension	Local Government Pension Scheme
Holiday	30 days per year (to be calculated pro rata), plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours to be discussed at interview

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/work-for-us/>

PERSON SPECIFICATION						
Cleaner						
Criteria	Essential or Desirable		Assessment Method			
	E	D	A	I	T	R
Qualifications						
BICS Level 1		D	✓			
Experience						
Experience of cleaning in an office/industry premises	E		✓	✓		
Working with a wide range of people						
Knowledge						
Demonstrate understanding of UK Health and Safety rules	E		✓	✓		
Working safely with cleaning machinery	E					
Key Skills						
Good communication skills (oral and written)	E		✓	✓		
Ability to provide good customer service	E		✓	✓		
Able to work on their own, to clear instruction	E		✓	✓		
Ability to work both as part of a team and independently	E		✓	✓		
Good time management	E		✓	✓		
Good understanding of English and Maths	E		✓	✓	✓	
Other						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E					
Commitment to the IEG's Core Values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues						
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		✓
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References