



Job Description College Cleaning Staff (In-house)

- Job Purpose:** To provide a daytime cleaning service across the whole College site, including regular toilet area cleaning, indoor and outdoor food areas, litter picking and other cleaning duties related to the Covid-19 pandemic.
- Responsible to:** Senior Site Officer
- Annual Salary:** Scale 1 of SFCA Support Staff Salary spine (NJC Points 1-1+). Pro rata if Term Time only
- Hours of Work:** 37 hours per week, Full Year or Term Time only
- Holidays:** Dependent on Contract:
24 days per year, (29 after 5 Years' service), plus 8 bank holidays or College Holidays
- Pension:** Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

Key Responsibilities:

- Follow a clearly defined daily cleaning routine to provide a site wide cleaning service to ensure the College site is kept clean and Covid-19 secure
- Respond to spillages and specific room cleans as and when required
- Work in a Covid-19 secure way at all times
- To report on consumables stock levels and advise when products are getting low
- To work closely with the Estates team to ensure the site is clean and tidy at all times

General:

- To take part in the College's Performance Review and Development Scheme (PRD)
- To be responsible for Health and Safety within areas of own responsibility
- To contribute to the College responsibility for safeguarding and promoting the welfare of young people (Training will be given)
- To observe the College's commitment to equal opportunities
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • A Good level of Education • Willingness to undertake any appropriate Training 	
RELEVANT EXPERIENCE		<ul style="list-style-type: none"> • Previous experience of working as a contract cleaner would be an advantage.
SKILLS/ APTITUDES	<ul style="list-style-type: none"> • Good organisational skills with the ability to prioritise workload • Excellent interpersonal skills and the ability to communicate effectively • Ability to work as a member of a team • Ability to work independently, proactively and complete tasks with the minimum of supervision • Ability to work calmly under pressure. 	<ul style="list-style-type: none"> • Good understanding of Microsoft Office Outlook, including Email
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Ability to work safely at all times and follow health and safety guidelines , especially in relation to Covid - 19 • A good understanding of the English language will be essential. • A good standard of general fitness and good health is required, due to the nature of this role • Flexible approach to working hours • Excellent reliability and punctuality • Enthusiasm and motivation • Willingness to undergo an enhanced DBS check 	

Last reviewed	July 2020
Reviewed by	Gary Woolley