



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Cleaner</b>
<b>Reporting to:</b>	Cleaning Services Manager
<b>Salary:</b>	£18,135 per annum
<b>Hours per week:</b>	37.5 You will be required to work occasional weekends.
<b>Contract type:</b>	Support / Permanent
<b>Annual Leave:</b>	25 (plus Bank Holidays)
<b>Probation Period:</b>	6 months
<b>Draft Date:</b>	Sept 2018

### **Main Purpose of the Role:**

The role of Cleaner is responsible to the Cleaning Services Manager and will undertake, individually or as part of a team, the cleaning of designated areas of the College to ensure that they are kept in a clean and hygienic condition.

### **Main Duties & Responsibilities:**

The Cleaner is expected to carry out the following duties to the high quality standards. The timing, location and duration of such activities would be at the discretion and direction of line management.

#### **To clean:**

Floors, walls, stairs, working surfaces, windows, tiled surfaces, lavatories, white goods, furniture and fittings.

#### **The use of:**

Brushes, wipers, dusters, scourers and a variety of cleaning agents.

#### **To care for and operate:**

Vacuum cleaners, floor scrubbers, floor polishers, wet vacuums, steam cleaners and carpet shampoos.

#### **Additional tasks:**

Emptying and cleaning of waste bins, removal of bagged waste to external waste bins, make and strip beds, assist with minor maintenance, sweeping outside pathways, make cursory inspections.

To actively promote safeguarding as appropriate.

To share responsibility for ensuring that all Health and Safety regulations are complied with in all College accommodation used by students when they are not engaged on their primary learning goals.

To participate with student services staff, academic staff and other teams so as to ensure that the security of students while on College premises is monitored and achieved.

### **Other Reasonable Duties**



This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

**Safeguarding**

The College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct and the Guidelines on Professional Boundaries and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found in the Staff Handbook.

**PERSON SPECIFICATION**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Tested? (AF / IV / Other)</b>
<b>Experience/Key Skills</b>			
Experience in a similar role	✓		AF/IV
An understanding of safeguarding and its importance in a College environment		✓	AF/IV

**Personal Competencies (Essential)**

**Support Staff**

- **Communication**, both oral and written, able to use a range of techniques and styles to ensure that communication is timely, clear and effective, to both individuals and groups, including athletes, coaches and support staff, members of college staff, other sporting bodies and outside organisations.
- **Personal Organisation**, able to work in a methodical and organised way to achieve goals and ensure maximum efficiency and effectiveness.
- **Adaptability**, able to adapt to a complex, ever changing work environment including adopting a flexible approach and reacting positively to changing circumstances.
- **Accountability**, able to ensure the successful completion of every task or activity



they undertake at work including having a positive, can do attitude in their pursuit of their goals and duties.

- **Teamworking**, recognising responsibility as a team member to include providing active support and loyalty, valuing individuals for their knowledge and contribution, encourage everyone to contribute and to ensure fellow team members are fully informed of matters that may affect them.
- **Quality & Customer Service**, able to demonstrate clear commitment to achieving high levels of customer service to staff and students.
- **Self Development**, the ability to recognise the responsibility to develop oneself and proactively seeking assistance to meet development needs.
- **Respect for Race, Equality and Diversity**, Sees issues from another person's point of view. Is polite, tolerant and patient when dealing with people, treating them with respect and dignity, no matter what their race, religion, position, background, circumstances, status or appearance.