**JOB DESCRIPTION**

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| **Job Title** | **Cleaner** |
| **Salary Scale/Grade** | **National Minimum Wage** |
| **Responsible to** | **Cleaning Supervisor and the Head of Estates** |
| **Date of Job Description** | **August 2021** |
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| **Job Purpose:**  The cleaning technician is responsible to the Cleaning Supervisor and the Head of Estates for providing and maintaining a high level of cleaning and hygiene in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance. | |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Main Duties and Responsibilities of the post:** | | | | | |  | | | To carry out general cleaning tasks as allocated by the cleaning supervisor | | |  | | | To maintain cleaning standards as directed by the cleaning supervisor | | |  | | | Undertake any other tasks that may be required as part of the role | | |  | | | Maintain continued compliance with College Safety, Health and Environment policies | | |  | | | Undertake required training applicable to the role | | |  | | | Good time keeping and flexibility of working hours or College location | | |  | | | Post holder will be expected to carry out the role in a discrete, courteous and polite manner | | |  | | | To carry out cleaning tasks as required for College Events (such as Open Evening) | | | **Planning and Organisation** | | | |  | It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines. | | | **Direction Received** | | | |  | Reporting to the Cleaning Supervisor and Head of Estates, the post holder must be self-motivated and have the ability to work on own initiative when required.. | | | **Liaison** | | | |  | Cleaning Supervisor | | |  | Cleaning staff and other Estates team members | |   **Accountabilities:**   |  |  | | --- | --- | | 1. **Key Accountabilities** | | |  | Correct use of materials equipment and PPE in accordance with current H&S regulations | |  | Identify any building faults to Head of Estates/Facilities Supervisors | |  | Identify any potential efficiency savings and bring to the attention of the supervisor | |  | Contribute to sharing good practice through peer and cross College activities |  |  |  | | --- | --- | | 1. **Staff Learning and Development** | | |  | All staff are to undertake training required to fulfil the role and are encouraged to identify additional training requirements for the position |  |  |  | | --- | --- | | 1. **Other Duties** | | |  | This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time. |  |  |  | | --- | --- | | 1. **General** | | |  | Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities. | |  | This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College. | |  | The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations. | | |
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| **GENERAL:**  The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed. | |

**PERSON SPECIFICATION**

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| **Job Title** | **Cleaner** |
| **Department** | **Estates** |
| **Salary Scale/Grade** | **National Minimum Wage** |

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| **Criteria** | **Essential** | **Desirable** |
| Education & Qualifications | * Good standard of education | * Trained in COSHH and Health & Safety |
| Experience | * Previous experience of cleaning | * Previous experience in an educational environment |
| Skills, knowledge and competencies | * Ability to work well in teams but also to work independently with the minimum of supervision * Ability to meet targets within set timescales with drive and passion * Ability to work independently with the minimum of supervision * Effective interpersonal skills * Medically fit |  |
| Personal characteristics | * Professional approach to work and appearance * Ability to work under pressure * Commitment to excellence |  |
| Other | * A commitment to equality of opportunity and widening access to education for all * This post is subject to an enhanced Disclosure and Barring Service check. | * Previous experience of operating industrial cleaning equipment |

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.