

Job title:	Cleaner
Reports to:	Cleaning Officer
Business area:	Estates
Responsibility for others:	No

JOB DESCRIPTION

Purpose and context:

Provide cleaning services to ensure a safe and hygienic environment for all building users.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Responsibilities:

To carry out cleaning duties as directed by the Cleaning Officer or Cleaning Supervisor.

- General dusting of furniture and fittings
- Cleaning of sanitary fittings
- Damp and wet mopping
- Vacuuming carpets
- Cleaning carpets with an electrical carpet cleaner
- Polishing floors using electrical scrubbing machines
- Scrubbing floors using electrical scrubbing machines
- Cleaning internal glass

Undertake any other relevant duties as directed by Cleaning Officer or Cleaning Supervisor.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.

- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification: Cleaner		
Please provide evidence in your application of how you meet the criteria listed below.	Criteria: Essential Desirable	Assessed: Application Interview Reference
<u>Qualifications and Training:</u>		
C.O.S.H.H (or willingness to undertake training)	Essential	Application, Interview
Health & Safety (or willingness to undertake training)	Essential	Application, Interview
Excellent literacy skills	Essential	Application, Interview
Safeguarding Awareness and Prevent training (or to be completed within one month of appointment)	Essential	Interview
B.I.C.S	Desirable	Application, Interview
<u>Relevant Experience:</u>		
Previous cleaning experience	Essential	Application, Interview
<u>Skills and Knowledge:</u>		
Ability to carry out all cleaning duties to a satisfactory standard	Essential	Application, Interview, Reference
The ability to form and maintain appropriate relationships and professional boundaries with all students	Essential	Interview, Reference
Use of buffing / scrubbing machines	Desirable	Application, Interview
Use of carpet cleaning machines	Desirable	Application, Interview
<u>Additional Factors:</u>		
Must be able to understand and carry out instructions	Essential	Interview
Must display a friendly and professional approach	Essential	Interview
Must be able to deal with problems in an open and friendly manner	Essential	Interview
Must be polite and display tact and diplomacy in dealing with all levels of staff and students	Essential	Interview
Have a flexible approach to working practices and be a good team member	Essential	Interview
A commitment to the principles of Equality & Diversity	Essential	Interview
Ability to learn quickly and adapt to change	Essential	Interview
Ability to work in a busy environment	Essential	Interview
Must have self-motivation	Essential	Interview