

## ROLE PROFILE

General Details	
Role	Cleaning Assistant
Vacancy Number	VN401
Department	Estates and Projects
Reporting to	Estates Supervisor
Responsible for	No direct reports
Place of work	Telford College
Tenure	Permanent
Hours/FTE	Morning's – 12.5 hours per week
Weeks worked	41 weeks
Salary	£8.29 per hour
Terms & Conditions	Business Support
DBS	Enhanced
Closing Date	Monday 11 <sup>th</sup> November 2019 at 9am
Interview Date	To be confirmed

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

The purpose of the role is to undertake the cleaning of designated areas within the College premises. In order to provide flexibility and adequate cover arrangements these areas will be varied over the course of the academic year at the discretion of the cleaning supervisor.

### **Main duties and responsibilities**

The successful applicant will be expected to:

- Undertake the cleaning of designated areas within the College premises. In order to provide flexibility and adequate cover arrangements these areas will be varied over the course of the academic year at the discretion of the cleaning supervisor.
- Ensure that all areas which may include toilets, showers, changing rooms and sports areas are kept in a clean and hygienic condition by cleaning, washing, sweeping, vacuum cleaning, polishing and dusting, emptying litter bins and cleaning fixtures and fittings, using manual and where appropriate powered equipment.
- Undertake duties which may vary between each term and College closure periods.

### **Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.

- Participate in the College's appraisal process and engage in continuous professional development.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.
- Carry out all the duties in the context of the practical application of the College's equal opportunities policy, child protection and safeguarding policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

*This job description is current as the date shown. It is liable to variation to reflect changes in the job.*

## **PERSON SPECIFICATION**

### **EVIDENCE KEY**

<b>A =</b>	Application
<b>I =</b>	Interview
<b>C =</b>	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> A good standard of general education		□	A/I
<b>2.</b> Previous experience of working within a cleaning environment	□		A/I
<b>3.</b> Ability to work with industrial cleaning machinery		□	A/I
<b>4.</b> A flexible approach to working in any area within establishment	□		A/I
<b>5.</b> Able to work effectively with colleagues from a range of backgrounds	□		A/I
<b>6.</b> Ability to use own initiative		□	I
<b>7.</b> An understanding of and commitment to diversity and equality of opportunity	□		I
<b>8.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	□		I

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The postholder will be required to carry out their duties on the College premises.

