

CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

Post:	Morning Cleaner
Reports to:	Cleaning Supervisor
Salary:	LLW £13.15 per hour
Hours of work:	The hours of work for this post are 15 per week over 42 weeks a year to be worked across Monday to Friday normally between 06:30 and 09:30 or as agreed with the Supervisor.

JOB DESCRIPTION

Overall Purpose Scope:

To work as part of a large cleaning team to ensure the college is cleaned to a very high standard. Working proactively across the College to assist with the efficient day-to-day running of the College facilities and ensure the College is safe and fit for purpose.

Main Duties and Responsibilities:

1. Classrooms, staff offices, toilets and common areas are cleaned as directed by the Cleaning Supervisor to a high standard.
2. To be flexible to the college needs, cleaning any area of the college that is required by the Cleaning Supervisor.
3. Ensuring all toilet blocks are replenished when required.
4. Following all Health & Safety information provided and ensure all equipment and chemicals are stored and locked away in the designated cleaning cupboards at the end of each shift.
5. Follow all provided water hygiene procedures and assist with flushing of outlets as required.
6. All allocated equipment is maintained, cleaned and any faults are raised to the Cleaning Supervisor as soon as possible.
7. Ensuring allocated cleaning cupboards are clean and tidy. Making sure that keys are returned to the allocated key box at the end of each shift for the following morning.
8. To undertake deep cleaning of all areas during half term and summer breaks and for College events as directed by the Cleaning Supervisor.
9. Attend all training and meetings organised by the Cleaning Supervisor or Estates manager.
10. Health and Safety concerns or maintenance issues are raised to the Cleaning Supervisor as soon as possible.
11. To assist with the weekly fire alarm tests, reporting any issues to the Cleaning Supervisor. To comply with all Colleges policies and statutory regulations including those relating to health

& safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place. Training will be provided.

Person Specification

	Essential	Desirable
Qualifications	A. Knowledge of commercial cleaning procedures and safe use of industrial cleaning equipment B. Awareness and understanding of Health & Safety procedures	A. Knowledge of cleaning chemicals and COSHH regulations
Experience	C. Experience of working within a team	B. Experience of working in a similar cleaning role
Skills & Attributes	D. A commitment to high standards of cleaning E. Physically fit F. Good communication skills G. Good timekeeping H. A willingness to work flexibly and at any location required by the Cleaning Supervisor I. An awareness of equality of opportunity and safeguarding J. Presentable appearance (required to wear uniform)	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Application Closing Date: 2 June 2024

Interview / Selection Date: Week Commencing 3 June 2024



Achieved.
Valid Until
August 2025

PROUD TO BE FREDIE