**Job Description: Cleaning Operative**

**Post Description**

* 1. **Type of Post Support Staff**
  2. **Grade 1**
  3. **Line Manager Cleaning Manager**
  4. **Operational Manager Cleaning Manager**
  5. **Post Holder**
  6. **Issue Date April 2017**

**Job Purpose**

To keep the College clean and tidy and main the premises to the high cleaning standards required.

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| The information given within the Job Description is intended to provide the postholder, and college managers, with an understanding and appreciation of the workload of this particular post and its role within Bilborough College.  The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail.  All college employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the college and its students. |

**Main Duties and Responsibilities**

1. To carry out and complete cleaning tasks in line with college needs within required standards.
2. To comply and follow health and safety regulations for safe working and chemical handling, observing Risk Assessments and COSHH guidance as appropriate.
3. To ensure correct usage of cleaning chemicals, materials and light equipment.
4. To isolate and report to your manager all defective electrical equipment.
5. To store all chemicals and cleaning equipment securely and safely.
6. Ensure all matters regarding security, health and safety and building maintenance are reported to your manager.
7. To be smart and wear uniform supplied by the College. Appropriate footwear to be worn at all times.

**General Duties and Personal Responsibilities**

1. All Members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with. As a member of support staff, the postholder will have minimal contact with students. This will most likely occur whilst moving around the college premises. The postholder will not be authorised to use physical intervention techniques unless specifically identified and authorised by the Principal under the Physical Intervention Code of Practice. Such authorisation may be on a permanent or long term basis relative to the nature of the person's job, or short term for a specific event, e.g. a college trip. The people concerned will be explicitly informed of the authorisation, to ensure they are aware of and properly understand what the authorisation entails. Training or guidance from a senior member of the teaching staff may be arranged if appropriate.
2. To act in accordance with provisions of the College Staff Code of Conduct.
3. To abide by the College Data Protection Policy.
4. To use information technology systems as required, in compliance with the College IT Policy.
5. To carry out the responsibilities of the post with due regard to all or any of the College equality and diversity policies.
6. To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
7. a. To be responsible for own self-development on a continuous basis, including undertaking/participating in training as appropriate.

b. To be responsible for the professional review / appraisal, and training and development of staff under your line management.

1. To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
2. To contribute to divisional, section wide and whole college activities and arrangements as appropriate and as directed by the line manager
3. To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

##### Terms and Conditions – as detailed in the contract of employment



**Person Specification: Cleaning Operative**

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|  | | | Assessed at:  Shortlist-ing (S) Interview (I)  Both (SI) | Weighting to show relative importance:  Low (1)  Medium (2)  High (3) | |
| **A. SKILLS AND ABILITIES** | | | | | | | | |
| **Essential** | | Punctual and reliable to ensure work is completed | I | | | 3 | |
| Flexible and supportive within the team | I | | | 3 | |
| Ability to use cleaning equipment and utensils | SI | | | 3 | |
| The ability to work with little direct supervision | I | | | 2 | |
| Ability to apply effort, lift and carry | I | | | 3 | |
| B. EXPERIENCE AND KNOWLEDGE | | | | | | | | |
| **Essential** | | Knowledge of safe working practices | SI | | | 3 | |
| Knowledge of health & safety procedures | SI | | | 3 | |
| Knowledge of hygiene and cleanliness | SI | | | 3 | |
| **Desirable** | | Knowledge of cleaning materials | SI | | | 2 | |
| Previous cleaning experience | S | | | 1 | |
| Experience of working with cleaning machinery | SI | | | 2 | |
| C. LEVEL OF QUALIFICATION | | | | | | | | |
| **Essential** | | Literate | SI | | | 3 | |
| Willingness to undertake training when required | I | | | 3 | |

**NOTE -** if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview (if, at the time of the interview, references are not available, e.g. due to late receipt or not yet taken in accordance with the applicant’s request, any issues relating to references will be raised with the applicant at a later date as appropriate but prior to appointment).