

ROLE DESCRIPTION

ROLE TITLE: Premises Cleaner – All year round

REPORTING TO: Cleaning Supervisor

LOCATION: Franklin College, Grimsby

APPOINTMENT TYPE: Part Time Permanent

1 x part-time post is available for 10 hours per week, 6.30 am -8:30 am, or 4.30 pm-6.30 pm Monday to Friday.

DATE: May 2021

ROLE PURPOSE: To carry out the duties of a cleaner

DIMENSIONS:

Direct reports: None

Budget responsibility: None

MAIN DUTIES AND RESPONSIBILITIES

1. General cleaning duties of the premises, e.g., cleaning desks, vacuum cleaning, washing floors, removing rubbish, cleaning dishes, cleaning toilets, polishing rooms, furniture and fittings etc., as required.
2. Disinfecting work areas, equipment, ancillary areas and rooms, as required.
3. To apply specialised cleaning techniques to clean more difficult areas or remove more difficult stains, grease or sludge.
4. To liaise with Cleaning Supervisor with regard to the application and handling of chemicals, taking into account COSHH Regulations.

5. Knowledge of machinery used for cleaning purposes and conduct training when necessary.
6. Such other duties as may from time to time be required.

General Tasks

7. Contribute positively to College quality standards.
8. Maintain a good knowledge of the site, relate to students, staff and site users and match knowledge and action to needs.
9. Encourage students, staff and site users by example to hold high personal standards of behaviour and respect for College property and the College environment.
10. By observation suggest both minor improvements and larger scale developments to contribute to the College Accommodation Strategy and Maintenance Plan.
11. Comply with College Welfare, Health and Safety requirements and give a lead in safe, efficient and effective working practices.
12. Liaise with other premises staff to ensure that there is proper coverage of all needs and functions throughout College opening hours.
13. Perform such other duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
14. On occasions, assist in the general duties of other departments within the organisation.
15. To follow best practice and College policy in all areas of work including health and safety.
16. The post holder will contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm
17. Work to promote and contribute to the College's Equality and Diversity Policy.
18. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College, and to ensure the continuing development of systems and service.
19. Such other tasks directed by the Principal as may be necessary commensurate with the nature and level of responsibility of the post.

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process	Essential or Desirable	Method of Candidate Assessment * A, I, T or P
Experience		
1. Relevant previous experience in cleaning across a large site.	E	A,I
2. Experience of working with young people and/or in an educational establishment.	D	A,I
Educational/ Vocational Qualifications		
1. Good general education, including GCSE grade A-C (or equivalent) in English and Maths	E	A,I
Skills, Knowledge & level of competency.		
1. Highly developed communication skills.	E	A,I
2. The ability to understand empathise with staff and student needs.	E	A,I
3. An innovative approach and proactive style.	E	A,I
4. The ability to analyse and solve problems and implement change.	E	A,I
5. Highly tuned procedural and systems development skills.	E	A,I
Personal Qualities and Social Skills		
1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing	E	A,I
2. Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts	E	A,I

3. A commitment to student success.	E	I
4. A commitment to equal opportunities and diversity management.	E	I
5. Ability to influence others.	E	I
6. A responsive and flexible attitude to changing needs and demands.	E	I
7. Self motivated with a high level of personal initiative.	E	I
8. Committed to excellence, continuous improvement, customer focus, team working and self / staff development. Flexible and approachable, enthusiastic and self motivated.	E	I
9. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	A, I
Constraints		
1. Occasional unsocial hours including evenings and at week-ends to support the Premises team.		

GRADE OF POST: The Salary is Point 1 on the Sixth Form Colleges Support Staff Pay Spine, currently £17,372 per annum for a full time equivalent. The pro rata salary equates to 0.2703 FTE = £4,695.13 per annum,

HOURS OF WORK: All year round.