



WORK WITH US

CLEANING ASSISTANT

Permanent, 10 or 20 hrs/wk, all year round

Responsible to: Cleaning Supervisor

Thank you for your interest in the post of Cleaning Assistant at the College.

Included in this document is information about the Cleaning Department, an outline job description and person specification.

The Cleaning Department

Working under the supervision of the Cleaning Supervisor and Estate Manager, the College currently employs 15 Cleaning Assistants, working either mornings, afternoons or both depending on the terms of their individual contracts. The College is very positive in encouraging teamwork, and the Cleaning Department is very active in this respect.

The College attributes a high degree of its success to the quality and commitment of all who work here including its cleaning staff. The College expects high standards in all areas of its work and maintaining an effective and efficient cleaning service is an important part of this process.

Person Specification

The College would expect successful candidates to have the following qualities:

- reliability - the College has an essential requirement for good timekeeping and attendance
- good teamworking and ability to get on with others whilst maintaining a professional attitude to work
- ability to carry out tasks with a minimum of supervision
- previous cleaning experience in a working environment would be an advantage though not essential
- flexibility
- willingness to work additional hours from time to time if the need arises



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Salary and Conditions of Service

This is a permanent post, working part time, all year round.

Working time: Working time is either 10 hrs/wk 6.00am – 8.00am OR 4.00pm – 6.00pm, or 20 hrs/wk, 6.00am – 8.00am and 4.00pm – 6.00pm Monday to Friday. A certain amount of flexibility in the range of tasks and working time may be required from time to time to meet the needs of the job and particularly during College holiday periods. Any necessary training in appropriate areas will be given.

Annual leave: 26 days per year, plus bank holidays. Leave is taken during college holiday periods.

Salary: Point 3 on the payspine for support staff in sixth form colleges, currently £22,312 pa pro rata (£11.57/hr). Salaries are paid monthly direct into bank accounts.

Pension: Access to the Local Government Pension Scheme.

General

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the College's Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the College's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College's vision and values and to demonstrate these values through their behaviour.

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal and postholder) as the needs of the College change.