

## JOB DESCRIPTION

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| <b>Post:</b>                  | Cleaner  |
| <b>Responsible to:</b>        | IOT Development Leader   |
| <b>Salary:</b>                | £21,451 per annum<br>Scale 2 point 16<br>Full Time 37 hours  |
| <b>Conditions of Service:</b> | Truro and Penwith College Conditions of Service  |
| <b>Main Purpose of Job:</b>   | To undertake cleaning of the Bodmin (Ottery) College site.   |
| <b>Specific Duties:</b>       | <p>Using appropriate powered and other equipment, daily clean the College premises to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming, polishing of all areas of the College (including topping up of toilet requisites and cleaning of all sanitary ware). To undertake cleaning duties within College premises as required.</p> <p>Report any Health and Safety issues, fused bulbs, damages to property or other faults to IOT Development Leader.</p> <p>Participate in major cleaning activities which may include activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, blinds, upholstery, etc.</p> <p>Assist with moving furniture and any other related tasks as required.</p> <p>Secure internal doors and windows as instructed by the IOT Development Leader.</p> |

## General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities. General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

