

JOB DESCRIPTION & PERSON SPECIFICATION

Job Number:	REQ000150
Job Title:	Cleaner
Hours per week:	10
Term-time only:	Yes
Band:	A
T&Cs:	APT&C
Salary:	£3,638 per annum
Location:	Hall Green Campus South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
Responsible to:	Cleaning Supervisor

Aims of Job/Job Purpose

The cleaner ensures that a high level of cleanliness is achieved throughout the site that meets college standards.

Key Accountabilities and Responsibilities

- Ensure that the centre is clean and tidy and meets the requirements of the cleaning specification.
- Ensure all bins are emptied and cleaned
- To operate cleaning machinery as per instruction and training.
- Vacuum, mop, buff, sweep all floor surfaces as appropriate.
- Cleaning Toilets including sanitary fittings and surrounds.
- Replenishing Janitorial supplies in toilets
- Polishing/damp wiping and arranging furniture.
- Cleaning glass/windows/vision panels
- Assist with deep cleans when required
- Wiping furniture including desks, ledges, pipes, paintwork, doors, and all other fixed assets
- Ensure all tools and equipment are kept clean and in good working order, reporting any faults to cleaning supervisor
- Report defects or issues likely to affect teaching, learning and or health and safety
- To use appropriate cleaning materials in accordance with relevant instruction guidance and COSHH regulations
- Assist with ensuring that Health and Safety standards are maintained.
- Adhere to the organisational policies and procedures including equality and diversity.
- Any further duties deemed reasonable by line management.

Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable
To be qualified up to level 1 English (this is higher than an entry qualification) All applicants must be able to communicate and understand both verbal and written information.	✓	
Previous Cleaning Experience		✓
Computer Literate	✓	
COSHH Awareness		✓
Demonstrable interpersonal and communication skills	✓	
Demonstrable record of working flexibly and using own initiative	✓	
Experience of working to pressure and tight deadlines	✓	
Experience of working within a team	✓	
Experience with managing workload and having good time management	✓	