

The Leicestershire College Job Description

1. Job Details

Job Title: **Cleaners**

Competency Level: **Business Support 1**

Job Number: **86877**

Reporting To: **Senior Cleaners**

Department: **Estates and Facilities**

Annual Salary (FTE): **£5,731.52 per annum, based on 0.373 of the FTE £15,366 per annum.**
Based on 14 hours per week.

Date: **March 2019**

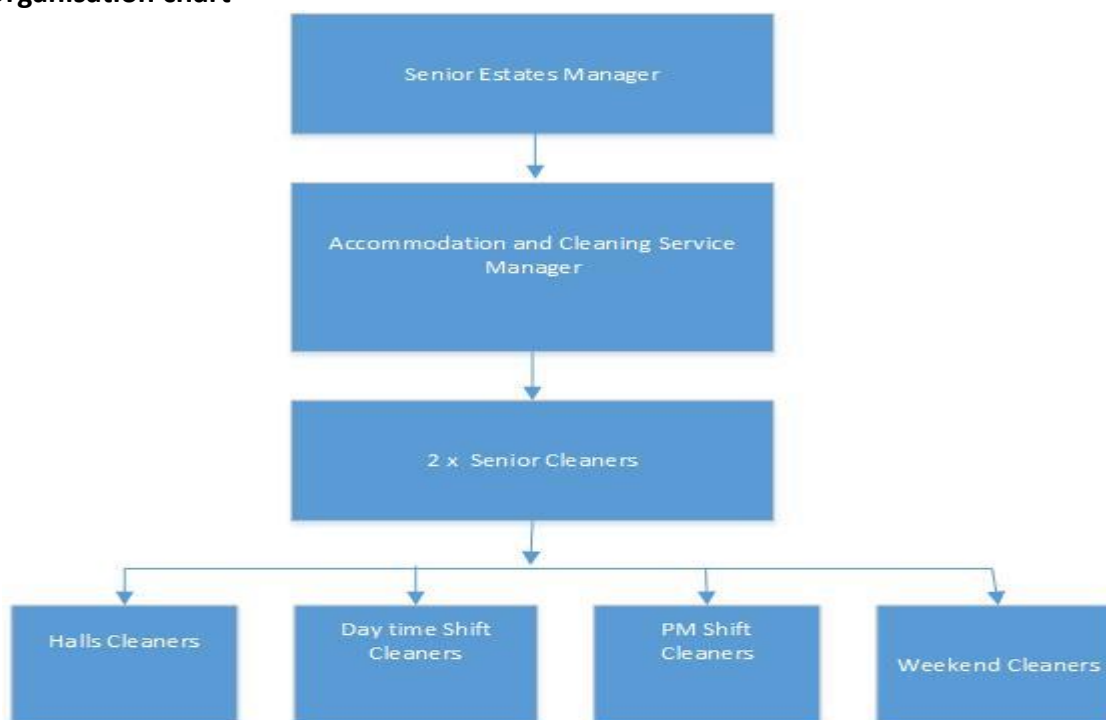
2. Job Purpose

To provide, as part of a team, a cleaning service for the College Campus to ensure that the premises are kept in a clean, hygienic, litter free and safe condition

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To undertake the cleaning of the College premises working in classrooms, offices, studios, corridors and stairways, bedrooms and student kitchens, sports and leisure facilities, toilets, showers, cafeterias and communal areas.
- To adopt safe working practices
- Work in a team providing flexible service cover across all areas.
- Attend team meetings and training.
- Liaise with the Senior Cleaners to ensure that all maintenance required to equipment, fixtures and fittings is reported.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may come into contact with.

6. Key Result Areas

Action	Result
To work efficiently and effectively to support the consistent high standards of the service.	To provide excellent customer service for staff, students and customers.
Ensure that resources are sufficient, safe and in place to support service delivery.	Timely and well-resourced service delivery.
To work flexibly in a team to deliver a cleaning service to support curriculum outcome and business success across all areas.	To ensure that a high level of customer service is provided at all times.
To participate in staff development opportunities and mandatory training.	To ensure that training is up to date so that cleaning areas are maintained to the highest standards and to be compliant with College training requirements.

7. Key Working Relationships and Communications

Internal: Providing a cleaning service for students (current and prospective) and staff.

External: Providing a cleaning service for visitors to the college, contractors and all external customers.

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	English (minimum Level 2) e.g. GCSE Grades A-C		x	Application Form and Certificate
2	Maths (minimum Level 2) e.g. GCSE Grades A-C		x	Application Form and Certificate
3	NVQ Level 2 Cleaning or equivalent level training		x	Application Form and Certificate
EXPERIENCE				
4	Previous experience of cleaning in a commercial environment using modern cleaning methods	x		Application Form, Interview, Assessment
5	Previous use of cleaning machinery	x		Application Form, Interview, Assessment
6	Experience of working unsupervised and using own initiative	x		Application Form and Interview
7	Demonstrate experience of being responsible for security	x		Application Form and Interview
SKILLS & KNOWLEDGE				
8	Demonstrate good English literacy standards in order understand both written and verbal health and safety instructions	x		Application Form, Interview, Assessment
9	Demonstrate an understanding of Health and Safety requirements related to cleaning including COSHH and Manual Handling	x		Application Form, Interview, Assessment
10	To be able to perform required cleaning tasks	x		Application Form, Interview, Assessment
11	The ability to work well within a team	x		Application Form, Interview
BEHAVIOURS				
12	To have a full understanding of the importance of professional conduct for service delivery	x		Interview

15	Excellent timekeeping	x		Application form and Interview
16	Willingness to work flexible hours	x		Interview
17	Willingness to complete staff training	x		Interview
18	Demonstrate an understanding and awareness of the importance of identifying wellbeing support in the college environment	x		Interview
19	Demonstrate a commitment to equal opportunities	x		Interview
20	Demonstrate an understanding of the importance of safeguarding in a College environment	x		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **March 2019** and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	