

Loughborough College Job Description

1. Job Details

Job Title: College Cleaners – Part Time Fractional Post – 30 hours per week
 Competency Level: Business Support 1
 Reporting To: Senior Cleaner
 Department: Estates and Facilities
 Annual Salary (FTE): £12,458.75 per annum (Based on 0.8108 of the FTE salary £15,366 per annum)
 Date: February 2018

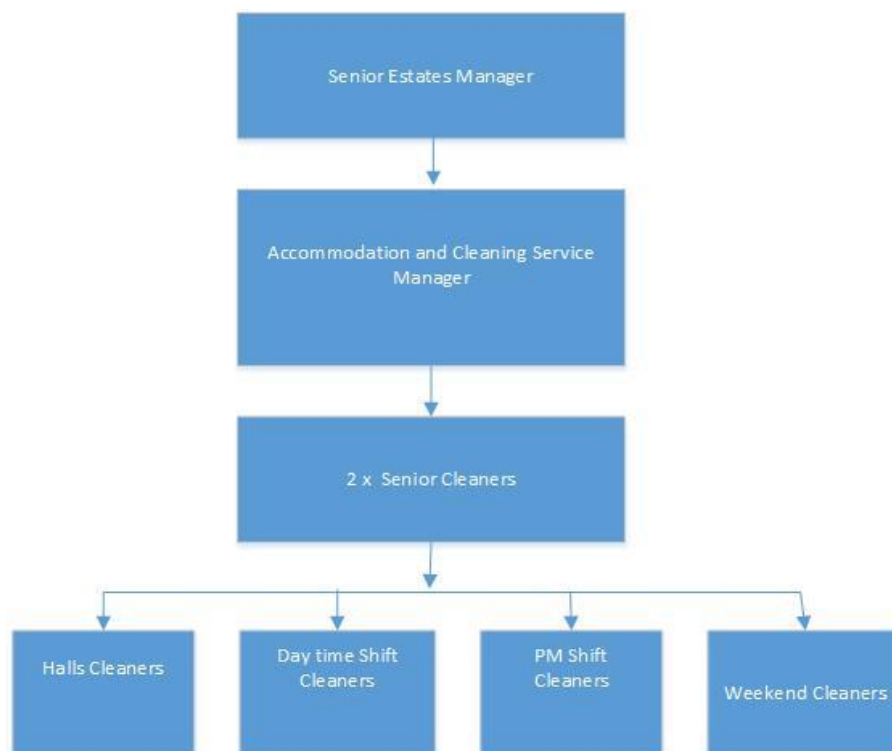
2. Job Purpose

To provide, as part of a team, a cleaning service for the Loughborough 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 Loughborough College premises working in; classrooms, offices, studios, corridors, stairways, bedrooms, student kitchens, sports and leisure facilities, toilets, showers, cafeterias and communal areas.
- To adopt safe working practices.
- To work in a team providing flexible service cover across all areas.
- To attend team meetings and training.
- Liaise with the Senior Cleaners to ensure that all maintenance related to equipment, fixtures and fittings is reported.
- Promote the safeguarding and 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. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages own health, safety and wellbeing; complies with College policies.	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Understands customer expectations; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter. You understand the goals of your team or department and you understand how your contribution impacts on achieving these.	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Own work consistently contributes to the strategic aims of the College. Own work consistently contributes to the strategic aims of the College. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess qualifications in Maths and English Levels 4-9 (GCSE A-C) or equivalent (or willing to work towards)	X		Application/ Certificates
2	NVQ Level 2 Cleaning or equivalent level training		X	Application/ Certificates
EXPERIENCE				
3	Previous experience of cleaning in a commercial environment using modern cleaning methods	X		Application/ Interview
4	Previous use of cleaning machinery	X		Application/ Interview
5	Experience of working unsupervised and using own initiative	X		Application/ Interview
6	Demonstrate experience of being responsible for security	X		Application/ Interview
SKILLS & KNOWLEDGE				
7	Demonstrate good English literacy standards in order to understand both written and verbal Health & Safety instructions	X		Application/ Interview
8	Demonstrate an understanding of Health and Safety requirements related to cleaning including COSHH and Manual Handling	X		Application/ Interview
9	The ability to work well within a team	X		Interview
10	To have a full understanding of the importance of professional conduct for service delivery	X		Interview
BEHAVIOURS				
11	Demonstrate an understanding of the importance of safeguarding in a College environment	X		Interview
12	Demonstrate a commitment to equal opportunities	X		Interview
13	Willingness to work flexible hours	X		Application/ Interview
14	Willingness to undertake staff training applicable to the role	X		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough 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. Loughborough 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 February 2018 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	