

JOB DESCRIPTION

Post Title: Cleaner
Salary Range: £11.44 per hour
(Support Scale 4, Point 11)
Contract: Permanent/Full Time
Reference: MN11235

PROTECTION OF CHILDREN AND YOUNG PERSONS (THE CHILDREN'S ACT 1989)

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

DUTIES AND RESPONSIBILITIES

- To clean all areas as directed to cleaning specification and secure all areas after completion of work tasks.
- Be competent in the use of electrical equipment, vacuum cleaners, scrubbing machines, polishing machines etc.
- To clean hard floors, carpets, walls, glass, light fittings etc.
- To remove body fluids spillages as required.
- Wear appropriate supplied uniform PPE etc.
- Ensure personal housekeeping of cleaning equipment is kept and maintained to a high standard including collecting and emptying bins.
- Reporting any maintenance issues and carrying out replenishment of consumables.
- Liaise with the line manager on a regular basis regarding supplies and consumables and any cleaning issues.
- Undertake training on a regular basis, related to Housekeeping issues, to include Health and Safety, Coshh, Risk Assessments, Drugs Awareness etc.



HOURS OF WORK

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37 hours per week.

PLACE OF WORK

The principal place of work will be the College's premises based at our Moreton Morrell College. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working.
- Generous annual leave entitlement plus up to 4 free College Closure days a year.
- Comprehensive training programme.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- Employee Assistance Helpline offering free, confidential, 24 hours support and guidance.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Free on-site gyms at most colleges.
- Discounted part time and professional courses.
- Cycle to work scheme.
- Discounted hair & beauty treatments in our college salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Staff discounts in our Plant Centre at Pershore College.

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability, you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the HR department when making your application.

Attainments		How Measured	
		Application	Interview
Essential	Experience of cleaning/domestic work.	✓	
Skills and Knowledge:			
Essential	Ability to work as a part of a team.		✓
	To be able to use own initiative and manage your area of work.		✓
	To follow both written and verbal instructions.		✓
	Flexible - The post holder will be required to undertake other duties as directed.		✓
	Reliability is essential.		✓
	Happy to work in a student environment.		✓
	Discretion and Confidentiality is a requirement.		✓
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.		✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.		✓
	Ability to demonstrate behaviours which support the Core Values of the College.		✓

Applications should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for short-listing, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.