

## Role Information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

### Job Description

<b>Post:</b>	Cleaner
<b>Responsible to:</b>	Head of Estates and Cleaning Supervisor
<b>Coordinates with:</b>	Other cleaners, cleaning team leader and members of the estates team

### Main Duties of the Post

1. To be responsible for the cleaning of the college buildings and estate, under the supervision of the cleaning team leaders.
2. To occasionally assist the Estates department with other routine duties.
3. To cover the work of absent colleagues wherever possible within your standard working hours.
4. To comply with all health and safety requirements as set out by the college.
5. To comply with all policies and procedures of the college.
6. To be actively involved in training and professional development activities relevant to the role.
7. Comply with the college's safeguarding procedures and contribute to making the college a safe learning environment.

### Summary of Main Terms and Conditions

<b>Salary</b>	Point 3 of the Sixth Form Colleges support staff salary scale currently £8,468 per annum based on your working hours, equivalent to £12.63 per hour.
<b>Working hours</b>	15 hours per week staff term time only, Monday - Friday 4pm-7pm.
<b>Safeguarding</b>	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
<b>Payments</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>Health</b>	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
<b>References</b>	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the

	referee you may be asked to follow these up or provide an alternative referee. The reference will request information about any disciplinary offences, including any relating to children and will ask about your suitability to work with children. Referees will be verified and will be contacted to validate the information contained within the reference.
<b>Probationary Period</b>	The post is subject to the successful completion of a 12 month probation period. You will have regular reviews to assess your progress and set targets.

### Person Specification for Cleaner

You will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
<b>You've got...</b>	
These are the <b>essential</b> things that you have so you can do the job, without these you won't be considered for appointment.	
Ability to work in a team	A,I
Possess good communication and organisation skills	A,I
Outstanding customer care	A,I
Energy, enthusiasm and flexibility	A,I
Willingness to learn new skills and a commitment to continuous development	A,I
Confidence to interact with students	A,I
Commitment to the safeguarding of students	A,I
<b>It would be good if you had...</b>	
Whilst <b>not essential</b> , it would help in the role if you had any of the below.	
NVQ Level 1 Cleaning Certificate	A,I
Knowledge of COSHH	A,I
Experience of working within the Further/Higher Education Sector	A,I
Practical experience in a Cleaning role	A,I