Chesterfield College Group

Inspiring Futures. Changing Lives.

**JOB DESCRIPTION**

| | |
|---|---|
| **POST:** | Cleaner |
| **GRADE:** | National Living Wage |
| **WORK ARRANGEMENTS:** | 12.5 hours/52 weeks per year (Shift Patterns) |
| **DEPARTMENT:** | Facilities |
| **SECTION:** | Cleaning Services |
| **RESPONSIBLE TO:** | Facilities Manager |
| **RESPONSIBLE FOR:** | The day-to-day Cleaning of the College |

At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety legislation.

**DUTIES AND RESPONSIBILITIES:**

1. Customer service – wherever possible ensure what is required is what is provided.
2. Cleaning staff are required to use cleaning materials approved by the College only and in accordance with manufacturer's printed instructions and COSHH Regulations. Chemicals should NEVER be mixed with other chemicals.
3. To be responsible for the care of all cleaning equipment assigned
4. To provide a high level cleaning service at Chesterfield College and to contribute to the monitoring and upkeep of the College buildings to ensure they are effectively maintained.
5. To wear protective clothing provided whilst on duty and in addition wear shoes which are suitable for the work being carried out e.g. slippers and flip flops are not acceptable and may create a Health & Safety risk to both self and others.
6. Carry out floor treatments to include, sweeping, scrubbing, washing, mopping, brushing and vacuuming.
7. General cleaning of glass/windows, walls, skirting, mirrors, wall coverings, ledges, doors and frames to remove dust etc.
8. Empty waste bins, collect and dispose of loose litter and other rubbish items
9. Remove chewing gum from carpets, tables and benches and other surfaces as required
10. Cleaning of sanitary and washroom fixtures, fittings and facilities

11. Undertake training as required and use new cleaning techniques as appropriate for the benefit of the college

12. Use electrical and mechanical equipment, i.e. single disc floor machines and scrubber dryers etc. when necessary and after appropriate training.

13. Use step ladders when necessary, after appropriate training and with due regard to Health & Safety.

14. Must be flexible in working practises and duties, working in different areas of the College as required

15. Participating in the Personal Development Review (PDR).

16. Provide a backup service to your immediate supervisor in their absence.

17. Carrying out any other duties within the overall function of the College, commensurate with the grading and level of responsibilities of the position.

**General**

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.

2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.

3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.

4. Act as an ambassador for the Group, being positive and professional at all times.

5. Comply with all legislative and regulatory requirements.

6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.

7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.

8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

**Person Specification**

| **Post:** | Cleaner | **Department:** | Facilities |
|---|---|---|---|

| **Key Requirements:** | **Essential/ Desirable** | **Assessed** |
|---|---|---|
| **Qualifications:** | | |
| Basic Literacy and numeracy Qualification | **E** | **A/I** |
| **Experience:** | | |
| At least 12 months experience as a commercial cleaner or in similar role | **D** | **A/I** |
| Experience of different cleaning techniques and processes | **D** | **A/I** |
| Previous experience of using cleaning machinery | **D** | **A/I** |
| **Skills/Knowledge:** | | |
| Ability to work on own initiative and/or as part of a team | **E** | **A/I** |
| Ability to work in an organised and methodical manner | **E** | **A/I** |
| An understanding of relevant Health & Safety and CoSHH regulations | **D** | **A/I** |
| **Qualities:** | | |
| Honest and reliable with a professional and positive work ethic along with a flexible attitude to changing shift patterns and work procedures | **E** | **A/I** |
| Willingness to take responsibility for the standard of work carried out | **E** | **A/I** |
| Willingness to participate in training and development to enhance your knowledge in relation to your role | **E** | **A/I** |
| Ability to communicate effectively | **E** | **A/I** |
| **Other Requirements:** | | |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |
| Full UK or equivalent valid driving licence (Cat B, cars and light vans), access to and use of a vehicle with business insurance | **D** | **A/I** |

**E = Essential** **D = Desirable** **A = Application** **I = Interview** **T = Test**

| **Produced by:** | JW / EH | **Date Produced:** | Jan 2026 |
|---|---|---|---|