

**Job Description:**

|  |  |
| --- | --- |
| **Post:** | ***Cleaner*** |
| **Salary Grade:** |  |
| **Responsible to:** | *Facilities Manager* |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To maintain a high standard of cleanliness throughout the College. |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | Thoroughly clean all toilet areas including sink basins, urinals, toilet pans, mirrors and floors, using appropriate cleaning materials. |
| **B** | To work as part of the College Cleaning team to ensure all areas within the College are maintained to a high standard at all times, using the appropriate equipment and machinery. |
| **C** | Ensure floor areas are dusted, swept, mopped, hoovered and buffed as appropriate, using equipment as necessary. |
| **D** | Spot treat damaged floor areas including the removal of gum and other waste. |
| **E** | Ensure tables, chairs, lockers and cupboards are dusted, cleaned or damp wiped. |
| **F** | Empty waste bins, transferring waste into large bins in rubbish compounds. |
| **G** | To ensure weekly duties are carried out including the cleaning of window ledges, doors and frames, handrails, skirting boards, removal of graffiti, toilet partitions/frames and descaling of toilet pans and urinals. |
| **H** | Maintain all equipment in a clean condition according to training given, reporting any faults immediately. Use all materials as instructed. |
| **I** | To undertake any other duties as appropriate and instructed by the Campus Manager or Senior Caretaker. |
| **J** | All duties to be carried out according to training given, ensuring Health and Safety Regulations are observed at all times. |
| **K** | Undertake any other duties commensurate with the post as determined by the Head of Facilities. |
|  |  |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults.  |
| **6** | Responsible for Student Success Rates, Retention and Achievement. |
| **7** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards. |
| **8** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | General standard of education. | E |  | A |
| ii | Willing to undertake appropriate training. | E |  | A I |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| iii | General knowledge of cleaning duties. | E |  | A I |
| iv | Knowledge of Safeguarding guidelines. | E |  | A I |
| v | \*Awareness of Equality & Diversity issues within an educational environment. | E |  | A I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| x | Motivated and able to work as part of the  overall team. | E |  | A I |
| xi | Able to use own initiative in identifying  actions that need to be taken promptly. | E |  | A I |
| xii | Able to demonstrate flexibility in order to  adapt to College requirements. | E |  | A I |
| xiii | To ensure Health and Safety is maintained at all times. | E |  | A I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment