

JOB DESCRIPTION – Cleaner

REPORTS TO: Cleaning Supervisor

WORK PATTERN: 20hours evening Monday to Friday – Term Time +10days

CONTRACT: Permanent

SALARY: Spine Point 2 FTE £18,593

Purpose of the Role

To provide a high standard of hygiene and cleanliness throughout the College working as part of team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager.

Key Responsibilities

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, Site Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both college events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality, and general procedure compliance.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- Report any Health and Safety issues to the Supervisor and Site Manager.

In addition to the above-mentioned attributes the successful candidate will be expected to:

- Support effective safeguarding of all young people throughout the College.
- Demonstrate commitment to own continuous professional development.
- Demonstrate positive behaviours and day-to-day commitment to the College's strategic plan.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- To undertake any such other duties as may be required, commensurate with the post which does not change the character or purpose of the post which are necessary to maintain outstanding standards.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature: Date:

Line manager signature: Date:

**PERSON SPECIFICATION
CLEANER**

ATTRIBUTES	CRITERIA	Essential /Desirable	ASSESSMENT METHOD(S)
QUALIFICATIONS & AWARDS	<ul style="list-style-type: none"> Willing to undertake any in-service training offered relevant to the duties of the post 	E	A, I
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Experience of general cleaning activities Experience of working in education sector Knowledge of Health and Safety Knowledge of COSHH (Control of Substances Hazardous to Health) 	E D E D	A, I, T A, I A, I, T A, I
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> Able to undertake manual cleaning activities Ability to maintain high standards of cleanliness Work in a methodical manner Able to work as part of a team and independently Able to use own initiative Ability to take personal responsibility for standard of work carried out 	E E E E E E	A, I A, I A, I A, I A, I A, I
ADDITIONAL FACTORS	<ul style="list-style-type: none"> Commitment to equality and diversity initiatives, anti-discriminatory practice and safeguarding Suitability to work with children and young adults To work flexible hours on occasions Maintain confidentiality on all college matters 	E E E E	A, I A, I A, I A, I

PERSON SPECIFICATION – CLEANER

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'essential' and 'desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential - The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable - The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A	=	Application
I	=	Interview
T	=	Test
C	=	Certificates
R	=	References
DBS	=	Disclosure & Barring Service

These letters are used in the 'assessment method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.