



## **JOB DESCRIPTION**

|                      |   |
|----------------------|---|
| <b>JOB TITLE:</b>    | <b>Cleaner (Day)</b>  |
| <b>REPORTS TO:</b>   | <b>Site Manager</b>   |
| <b>SALARY:</b>       | <b>SSP3 £23,807pa – Actual £14,463pa</b>                      |
| <b>CONTRACT:</b>     | <b>Permanent</b>  |
| <b>WORK PATTERN:</b> | <b>25hours 12pm to 5pm Mon-Fri<br/>Term Time plus 10 days</b> |

### **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 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 around the college and site.
- 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 college objectives.
- Report any Health and Safety issues to the Site Manager

### **IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:**

- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff
- Demonstrate commitment to own continuous professional development.
- Demonstrate positive behaviours and day-to-day commitment to the College
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety

- Undertake any such other duties as may be required, commensurate with the post which do 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.

**LEON RILEY**  
**Principal**

***Employee Signature .....***                      ***Date.....***

***Line Manager.....***                      ***Date.....***

## Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

| Qualifications  | Desirable /Essential | Assessment Method |
|---|----------------------|-------------------|
| Willing to undertake any in-service training offered relevant to the duties of the post | E                    | A<br>I            |
| Skills & Abilities  | Desirable /Essential | Assessment Method |
| Able to undertake manual cleaning activities  | E                    | A, I              |
| Ability to maintain high standards of cleanliness                                       | E                    | A, I              |
| Work in a methodical manner   | E                    | A, I              |
| Able to work as part of a team and independently  | E                    | A, I              |
| Able to use own initiative  | E                    | A, I              |
| Ability to take personal responsibility for standard of work carried out                | E                    | A, I              |
| Experience & Knowledge  | Desirable /Essential | Assessment Method |
| Experience of general cleaning activities   | E                    | A, I              |
| Experience of working in education sector   | D                    | A, I              |
| Knowledge of Health and Safety  | E                    | A, I              |
| Knowledge of COSHH (Control of Substances Hazardous to Health)                          | D                    | A, I              |
| Particular Requirements   | Desirable /Essential | Assessment Method |

|   |   |      |
|---|---|------|
| Commitment to equality and diversity initiatives, anti-discriminatory practice and safeguarding | E | A, I |
| Suitability to work with children and young adults  | E | A, I |
| To work flexible hours on occasions   | E | A, I |
| Maintain confidentiality on all college matters   | E | A, I |