

JOB TITLE: Cleaner

ACCOUNTABLE TO: Estates Manager

JOB PURPOSE To provide high quality cleaning services within the College

KEY RESPONSIBILITIES

- To undertake thorough and hygienic cleaning of areas of the College as directed. This will include as examples: emptying bins, cleaning floors, dusting and polishing, glass and surface cleaning
- To check student and staff toilets as required, maintaining an adequate supply of paper towels and toilet tissue
- To check supplies of consumable and to report low levels of stock to the Cleaning Co-ordinator in good time for re-ordering

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment

Signed:		Date:	
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PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
Reasonable literacy skills	Essential	Certs/App form
Formal training in modern cleaning techniques and health and safety	Desirable	Certs/App form
Experience, Knowledge & Abilities		
Experience as a cleaner	Essential	App form/Int
General appreciation of health and safety legislation	Essential	App form/Int
The work requires some lifting and movement around the College	Essential	Int
Interpersonal Skills & Qualities		
Able to work in a friendly and professional manner	Essential	Int
Able to work effectively in a team	Essential	Int
Energetic, reliable, punctual and positive	Essential	Int
Trustworthy	Essential	Int
Capable of working with care and attention to detail	Essential	Int
Flexible approach to a rota system and the allocation of tasks	Essential	Int
Able to respond to changing circumstances	Essential	Int
Enthusiasm for working with young people	Essential	Int