

JOB DESCRIPTION
CLEANER – 36 hours per week, 42 weeks per year
Hours 10am to 6pm
Salary £22,032 -Actual annual Salary (FTE £23, 781)

POST:	Cleaner
REPORTING TO:	Cleaning Team Leader
JOB PURPOSE:	<p>To maintain high standards of cleanliness are maintained throughout the College. The post holder will be responsible for an area and will be expected to clean to the frequency and standard as directed by the Building Supervisor.</p> <p>To comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.</p> <p>The Facilities and Premises Manager will also carry out 'spot checks' as appropriate. Cleaning staff will clean other areas of the College as and when required.</p>
DIRECT INVOLVEMENT WITH:	Senior Leadership Team, Site Team, teaching and support staff
KEY DAILY RESPONSIBILITIES:	<p>Toilet and Cloakroom Areas:</p> <ul style="list-style-type: none"> • Clean lavatory basins with appropriate cleaner/disinfectant provided. • Clean inside and outside surrounds of sinks • Clean taps • Refill toilet dispensers in all cubicles • Refill towels in dispensers • Wipe tiles • Polish mirrors • Wipe paintwork • Empty rubbish bins. • Clean and mop floor with appropriate cleaner as instructed. <p>Teaching Areas/Offices/Meeting Rooms/Reception Areas/Corridors/Stairs</p> <ul style="list-style-type: none"> • Vacuum (spot clean where necessary). • Hard flooring – dust control sweep or vacuum, damp mop. • Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under*). • Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges*). • Bins – empty daily. • Clean inside and outside surrounds of sinks. • Doors – remove marks from glass, doors and walls. • Wipe windowsills. • Polish mirrors. • Notify the Building Supervisor of occurring deficiencies or needs for repairs.
OTHER RESPONSIBILITIES:	<ul style="list-style-type: none"> • To safely use cleaning chemicals and materials as instructed, following Health and Safety guidelines and the use of Personal Protective Equipment (PPE) as required • To follow and implement the colleges COVID-19 risk assessment • To operate cleaning machinery as trained, to clean soft and hard surfaces, such as vaccum cleaners and polishers. • Checking and closing windows and switching off lights after work. • To swiftly report any hazards or defects to the Building Supervisor. • During periods when the College is closed, routine cleaning is undertaken throughout. This includes stripping of sealed floors, high level dusting, surface washing etc. • To attend relevant training as required virtually, on-line and face to face. • This job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list

	<ul style="list-style-type: none">• Other duties as may reasonably be required in consultation with the post holder.
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Person Specification

Cleaner

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions. ◆ Able to use IT and Microsoft Office 365 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ○ Ability to prioritise work ○ Ability to manage time effectively. 	<ul style="list-style-type: none"> ○ Cleaning experience
Personal Qualities	<ul style="list-style-type: none"> ○ Ability to communicate with a wide range of people. ○ Initiative and the ability to work without supervision. ○ Work as part of a team. ○ Be flexible to changing demands of the post. ○ Take pride in a job well done. 	
	<ul style="list-style-type: none"> ◆ Must have high standards of cleanliness 	
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	
Duties for all	<p>To uphold the values and behaviours of the organisation.</p> <ul style="list-style-type: none"> ◆ To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. ◆ To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. ◆ To have regard to and comply with safeguarding policy and procedures. 	