



## CLEANER (MATERNITY COVER)

Job Ref:	CLEA24
Closing Date:	12 noon, on Wednesday 1 <sup>st</sup> May 2024
Department:	Estates
Start Date:	Monday 3 <sup>rd</sup> June 2024
Salary/Grade:	£22,312 per annum (actual salary £15,494.44 pa)
Contract:	Temporary to July 2025
Hours of Work:	25 hours per week, all year round.  Term time hours – Monday to Friday 12pm to 5pm College holiday hours – Monday to Friday 6.30am to 11.30am (we are willing to discuss changes to holiday times in line with individual applicants, and subject to college requirements)  We require an experienced cleaner who would require minimum training / supervision.
DBS:	An Enhanced Disclosure is required for this post.

### Estates Department

The Department consists of a small in house team of site/security staff and cleaning staff working on a shift basis and an Estates Manager. The team is responsible for the maintenance and smooth running of the College infrastructure.

The cleaning team currently has 14 cleaners. The responsibility of the cleaners is to maintain the buildings to a high standard. You will usually be based and be responsible for the same area, but may be requested to work in other areas when requested.

The position would ideally suit someone who is flexible, can work under their own initiative and is also a team player.

## CLEANER

Department:	Estates
Reporting to:	Estates and Facilities Assistant
Responsible to:	Estates Manager

## JOB DESCRIPTION

All staff must make a positive contribution to:

- The Catholic ethos of the College;
- The College Equality & Diversity Policy;
- The pursuit of excellence and the highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

Responsibility, in consultation with the Principal for duties commensurate with the following:

- To work under the day-to-day supervision of the Estates and Facilities Assistant.
- To clean designated areas to an acceptable standard as instructed by the Estates and Facilities Assistant in line with college requirements.
- To exercise proper use and economy with cleaning materials/equipment.
- To only use cleaning materials provided by the College and read the relevant COSHH assessments.
- To read and follow the College's Health & Safety at Work Policy.
- To read and understand the cleaners' Risk Assessment document, recognising the hazards, and applying the control measures.
- To inspect cleaning materials before and after use, reporting to the Estates Manager and Estates and Facilities Assistant immediately any faults, like damaged cables or plugs.
- To keep cleaning materials in a clean condition and storing them when not in use in the designated room.
- To enter in the Signing in Book, your times of arrival and departure.

- To, collectively with your colleagues, cover the cleaning areas of absent cleaners as directed by the Estates Manager or Estates and Facilities Assistant.
- Where appropriate, work additional week(s) in College holiday periods, as directed by the Estates and Facilities Assistant
- To undertake any reasonable request by the Estates Manager or Estates and Facilities Assistant in line with your cleaning duties.
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as changing circumstances may require.
- Have a flexible approach to working hours during key events e.g open evenings, enrolment days and exam periods.

PERSON SPECIFICATION		CLEANER	
	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"> <li>• Cleaning Experience in a 'work' environment</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning experience in Education (School)</li> <li>• Experienced in use of various cleaning procedures &amp; use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• CV</li> <li>• Interview</li> <li>• References</li> </ul>
Qualifications / Education and Training		<ul style="list-style-type: none"> <li>• Level 1 Cleaning and / Facilities qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• CV</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Good level of awareness of cleaning products, techniques etc</li> <li>• Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• General awareness &amp; understanding of Health &amp; Safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• CV</li> <li>• Interview</li> <li>• References</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with team, other staff, students etc</li> <li>• Good team player</li> <li>• Ability to work flexibly &amp; on own initiative</li> <li>• Good record of attendance and punctuality</li> <li>• Suitability to work with children</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>