

Job Description

Job Title	Cleaner (Part-Time – 15 hrs pw)
Salary	NJC Scale 1 SCP 3
Responsible To	TBC
Responsible For	No Subordinate staff
Number in Post	1
Date Drafted	August 2024

Job Purpose
To provide an effective cleaning service for the benefit of staff and students in LIPA Sixth Form College. Ensuring that you meet the cleanliness standards determined by LIPA MAT management.
Major Tasks
<ol style="list-style-type: none"> 1. To clean the area allocated, in accordance with the work schedules provided. 2. To ensure that the work is carried out safely, complying with all instructions given, and in accordance with Health and Safety Regulations and COSHH. 3. To ensure personal safety, safety other colleagues and students and all other LIPA Sixth Form College stakeholders, whilst carrying out duties. This to include manual handling: the wearing of appropriate protective clothing and footwear, and the correct use of signs. 4. To ensure the safe-keeping of keys where necessary, and the belongings of those people in whose areas you clean. 5. To ensure that instructions on chemicals in use are followed exactly. 6. To ensure that all equipment is used in the correct manner for the appropriate task, and is stored safely and cleaned regularly. 7. To report any maintenance or Health and Safety problems to the nominated person at college. 8. To cultivate and maintain a good working relationship with other employees, students and other stakeholders of the LIPA Sixth Form College.

Common Duties

1. Work flexibly including contributing to LIPA Sixth Form College work projects of a general nature and providing cover for other staff when necessary.
2. Participate in staff appraisals and training programmes as required.
3. Carry out all duties with due regard to Equal Opportunities, Health and Safety and other LIPA Sixth Form College policies as agreed and revised from time to time.

Notes:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on the Sixth Form College's site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location with the LIPA Multi Academy Trust as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours and Days:

This is a part-time post, and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities. You will work 15 hours per week, initially 3:30pm - 6:30pm Mondays - Friday for 39 term time weeks as directed by your line manager or the Principal of the Sixth Form College.

The hours of work may be subject to change in circumstances where the needs of the service may evolve.

Some additional weekend and evening working may, occasionally, be required, which will be available to all cleaning staff and paid as additional hours or taken as time in lieu by mutual agreement.

Please note – no annual leave is permissible during term time.

Person Specification – Cleaner

		To be identified by:
Education and Qualifications:		
No formal qualifications are required although completion of courses in computer literacy and/or administration would be advantageous		
Experience:		
Experience of cleaning work or similar	Essential	Application Form & Interview
Experience of working in schools / colleges	Desirable	Application Form & Interview
Understanding of different cleaning materials / chemicals	Desirable	Application Form & Interview
Understanding of the principles of cleaning and hygiene	Essential	Application Form & Interview
Familiarity with Health and Safety and COSHH	Desirable	Application Form & Interview
Skills and Ability:		
Ability to obtain enhanced DBS clearance that is satisfactory to LIPA Sixth Form College	Essential	Application Form/DBS Clearance
Organised and methodical approach to work	Essential	Application Form & Interview
Ability to work unsupervised and on own initiative	Essential	Application Form & Interview
Ability to work as part of a team and collaboratively with other colleagues	Essential	Application Form & Interview
Good time management with the ability to prioritize effectively	Essential	Application Form & Interview

Demonstrate a high level of commitment and professionalism	Essential	Interview & References
Reliable & self-motivated	Essential	Interview & References

Commitment:		
To LIPA Sixth Form College's Equality and Diversity Policies and Practices.	Essential	Interview
To the provision of a high level of service to LIPA Sixth Form College	Essential	Interview
To a client orientated and team approach to high quality service delivery	Essential	Interview
To work flexibly and collaboratively within agreed conditions of service.	Essential	Interview
To undertake in-service professional development & training	Essential	Interview
To safeguarding and protecting the welfare of young people.	Essential	Application Form & Interview