



NEW COLLEGE LEICESTER



CLEANER

JOB DESCRIPTION

JOB TITLE: Cleaner

GRADE/SALARY: Grade 1: Scale 1-2

HOURS: 15 hours per week, 44 weeks per year

RESPONSIBLE TO: Cleaning Supervisor

JOB PURPOSE: To maintain a high quality environment for staff, students and the public, ensuring the safety and cleanliness of the college facilities.

Key Tasks

- To ensure that the correct equipment is used for each specific cleaning task
- To follow the appropriate instructions and COSHH regulations when using cleaning materials
- To wear the appropriate clothing, shoes, gloves, etc. for the tasks involved
- To follow and be aware of responsibilities for Health and Safety measures designed to protect self, other staff and users of the premises
- To ensure that windows and doors are closed when work is finished
- To provide refreshments for pre-arranged meetings where appropriate
- To implement and promote the college's policies and procedures relating to all areas of employment and service delivery

Summary of Job Tasks:

- Carries out cleaning duties including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners
- Uses electrical and mechanical equipment after training, such as floor polishers, etc. where necessary
- Uses stepladders where necessary and with due regard to Health and Safety, e.g. climbing no more than 3 steps on own and no more than 5 steps when assisted
- Uses cleaning materials as directed and suggest changes, which would improve the service
- Cleans and takes responsibility for all assigned cleaning equipment and protective clothing
- Reports any furniture, materials, equipment or structural defects to the Premises Officer/Assistant Estate Manager and may hold a set of college keys
- Prepares and delivers refreshments and clears up meeting rooms and crockery, utensils, etc. afterwards
- Ensures Control of Substances Hazardous to Health (COSHH) regulations are followed
- Turns off lighting when and where appropriate
- Attend training sessions relating to Health and Safety and COSHH
- Communicates with appropriate staff if they have issues relating to Health and Safety and/or Cleaning Supervisor

- Attends Cleaning team meetings in order to promote effective communication relating to cleaning standards, training needs, identifying issues and problems and possible solutions
- Supports and responds to any directions or instructions requested by the Cleaning Supervisor in relation to cleaning runs, providing additional support for possible absences
- Wears PPE as appropriate to Health and Safety instruction and training provided





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PERSONAL SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	E/D
Training and Education	<ul style="list-style-type: none">A level of numeracy and literacy sufficient to carry out the job tasks	E
Experience	<ul style="list-style-type: none">Experience of using basic cleaning equipment	E
Equal Opportunity	<ul style="list-style-type: none">Must be able to recognise discrimination in its many forms and willing to put Equality Policies into practice	E
Other Skills	<ul style="list-style-type: none">Must be self-motivated and able to work on own initiative but take instruction as requiredAbility to liaise with colleagues, parents and students effectivelyAbility to work under pressure and to tight deadlinesAbility to work as part of a team as requiredWilling and able to prepare and clean up basic refreshments for meetings	E E E E E
Other Conditions Including any hazardous or environmentally adverse conditions	<ul style="list-style-type: none">Must be willing to work outside/after college normal hoursWilling and able to operate small hand tools, cleaning machinery, dishwashers, etc.Willing to learn and put into practice COSHH (Care of Substances Harmful to Health) procedures <p>Must satisfy relevant pre-employment checks</p> <p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Barring Scheme (DBS) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	E E E