JOB DESCRIPTION

Job Title:	**Cleaner**
Responsible to:	**Cleaning Supervisor**
Department:	**Estates & Facilities**
Salary Grade:	**Real Living Wage**

JOB ROLE

Under the direction of the Cleaning Manager or Team Leader you will perform a full range of cleaning duties (internal and external) and report faults, potential hazards and incidents, to provide a clean, safe and positive learning and working environment for all building users, including students, staff and visitors.

KEY DUTIES

1	Maintain the overall cleanliness of a specified area to agreed standards and as allocated by the Cleaning Manager or Team Leader.
2	Cleaning offices, classrooms, laboratories, event areas, stairs, corridors, entrances etc.
3	High and low dusting (using both damp and dry dusting methods) desks, chairs, PCs, ledges, edges, sills etc.
4	Vacuuming hard and soft floors and vents/grills.
5	Mopping using dry and damp methods.
6	Cleaning all internal glass, mirrors and all outwardly facing windows and doors.
7	Carry out occasional cleaning tasks to ensure Health & Safety standards are met. This may include clearing of bodily fluids, deep clean of toilets or offices, periodic cleans during holiday periods.
8	Keep management informed of any issues or problems that may arise e.g. damaged equipment.
9	Ensure that current health and safety regulations and good working practices are observed in relation to health and safety at work.
10	To be aware of health and safety issues and to take reasonable precautions to ensure the health and safety of yourself and other persons at all times.
11	Reporting incidents, faults and potential hazards in line with Policies and Procedures.
12	Following safe working practice by complying with Policies and Procedures.
13	Assist in the overall maintenance of your designated buildings, including responsibility for; keys, building access/security, cleaning equipment, and materials.
14	To undertake any other reasonable duties as directed by the Team Leader, Charge Hand or Cleaning Manager, consistent with the grade of the post.
15	Undertake appropriate in-service training and relevant Industry updating.

16	Ensure a high level of confidentiality at all times.
17	Support fully at all times the College's aims and objectives.
STANDARD CLAUSES – All Job Descriptions	
All employees of Sandwell College are required to:	
1	Comply with all College policies, procedures, and codes of practice.
2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	Hold a minimum Level 2 qualification in Maths and English or be willing to work towards	✓	
2.	**Experience**		
2.1	Experience of cleaning in an industrial, education environment or other similar experience	✓	
2.2	Ability to carry out vigorous work and to work for continuous periods in standing position	✓	
2.3	Be adaptable and be able to undertake a variety of manual duties	✓	
2.4	Able to work within unpleasant working conditions (for example exposure to body fluids)	✓	
2.5	Able to fulfil health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances (COSHH)	✓	
2.6	Able to fulfil health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances (COSHH)	✓	
2.7	Ability to communicate effectively with staff, students and the public	✓	
2.8	Commitment to engagement in building and maintaining positive working relationships	✓	
2.9	Demonstrate a commitment to service excellence and improvement	✓	
3.	**Skills/Abilities**		
3.1	To be willing, helpful and polite at all times	✓	
3.2	Good customer care skills	✓	
3.3	Excellent communication and interpersonal skills	✓	