**CLEANING ASSISTANT**

**Permanent, 10 or 20 hrs/wk, all year round**

**Responsible to:** Cleaning Supervisor

Thank you for your interest in the post of Cleaning Assistant at the College.

**The Cleaning Department**

Working under the supervision of the Cleaning Supervisor and Estate Manager, the College currently employs 15 Cleaning Assistants, working either mornings, afternoons or both depending on the terms of their individual contracts. The College is very positive in encouraging teamwork, and the Cleaning Department is very active in this respect.

The College attributes a high degree of its success to the quality and commitment of all who work here including its cleaning staff. The College expects high standards in all areas of its work and maintaining an effective and efficient cleaning service is an important part of this process.

**Salary and Conditions of Service**

This is a permanent post, working part time, all year round.

**Working time***:* Working time is either 10 or 20 hrs/wk, 6.00am – 8.00am and/or 4.00pm – 6.00pm Monday to Friday. A certain amount of flexibility in the range of tasks and working time may be required from time to time to meet the needs of the job and particularly during College holiday periods. Any necessary training in appropriate areas will be given.

**Annual leave:** 26 days per year, plus bank holidays and 2 local days. Leave is taken during college holiday periods.

**Salary:** Point 3 on the payspine for support staff in sixth form colleges, currently £23,807 pa pro rata (£12.34/hr). Salaries are paid monthly direct into bank accounts.

**Pension:** Access to the Local Government Pension Scheme.

JOB DESCRIPTION

*Post:*  Cleaning Assistant

*Responsible to:* Cleaning Supervisor / Senior Estates Assistant

*Salary:* £23,897 per annum pro rata (£12.34 per hour)

**MAIN PURPOSE OF THE POST**

The postholder will play a valued role within the College by working as part of a team whose responsibility it will be to ensure the College premises are kept to a high standard of cleanliness. The postholder may be expected to operate machinery, for which training will be given, in connection with certain cleaning duties. In addition, the postholder will be expected to comply with Health & Safety policy and systems, report any incidents/accidents/hazards and generally take a pro-active approach to health & safety matters in order to protect themselves and others.

**RESPONSIBILITIES OF THE POST**

Areas to be cleaned will be designated by the Cleaning Supervisor or Estates Assistants in accordance with College needs and priorities. Duties will include:

* + vacuum cleaning
  + dusting
  + washroom/toilet/sink cleaning
  + washing up of crockery
  + manual sweeping and mopping
  + emptying wastepaper and recycling bins
  + any other duties commensurate with the post as determined by the Cleaning Supervisor or Estate Manager in response to unexpected College needs

It is expected that the postholder will work as an effective member of a team and provide the necessary flexibility and commitment to enable a continuous high standard cleaning programme to be in place throughout the College year.

**General**

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal and postholder) as the needs of the College change.***

**Person Specification**

The College would expect successful candidates to have the following qualities:

* reliability - the College has an essential requirement for good timekeeping and attendance
* good teamworking and ability to get on with others whilst maintaining a professional attitude to work
* ability to carry out tasks with a minimum of supervision
* previous cleaning experience in a working environment would be an advantage though not essential
* flexibility
* willingness to work additional hours from time to time if the need arises

**Please apply by using the College Vacancies Portal**

**Closing Date: 1 September 2025**