

SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE JOB DESCRIPTION

LAUNDRY AND CLEANING OPERATIVE

Full-Time, Permanent, 40 hours per week

Line Manager:	Operations Cleaning Manager
Salary:	Point 4 of the Support Staff Salary Scale FTE Salary: £19,264 per annum (based on working 37 hours, 52 weeks a year) Actual Salary for this post, as detailed: £20,826 per annum
Residential Status:	Non Resident

THE POST

We are looking for a hard working, enthusiastic person with high standards and the ability to communicate with others to join our Estates Team as a Laundry and Cleaning Operative.

Wyndham College is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of the cleaning supervisor are:

- Have supervisory skills.
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
- Be able to multi-task.
- Have a basic knowledge of Microsoft applications.
- Possess excellent communication skills
- Have basic knowledge, ideally supported by training in Health and Safety, COSHH and manual handling
- Possess a good standard literacy and be able to maintain stock records manually and electronically.
- Clean driving licence.
- Can do attitude and
- The ability to be a team player.

JOB SPECIFICATION

GENERAL RESPONSIBILITIES

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The post-holder must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Be responsible for all laundry and bedding, boarding students' sports kits etc. within the College.
- Provide cleaning cover where required.
- Deliver the required chemicals to the cleaning cupboards throughout the College. Some heavy lifting maybe required.
- Work closely with the Operations Cleaning Manager, Cleaning Supervisor and cleaning site team to deliver consumables across the site.
- Ensure a clean and tidy cleaning store is maintained.
- The post holder shall participate in the College programme of Performance Management and Continuing Professional Development
- The post holder shall undertake other duties and responsibilities as the line manager may reasonably require.

SPECIFIC RESPONSIBILITIES

Laundry Operator:

- Be responsible for a rolling system of bedding laundry throughout the College.
- Manage the laundry of bedding between lettings and courses over the College closure periods.
- Ensure all boarders bedding is laundered and ready for the start of each term.
- Manage the laundry of school areas i.e., Cleaner's, Sports, Medical Centre, Science.

Cleaning Operative:

- Provide cleaning cover to both school and boarding houses if required.
- Liaise with the maintenance team as and when required, to report any maintenance issues.
- Attend meetings as required.
- Give extra support to Cleaners of areas that are found to be below College standards.

HOURS OF WORK

Working Weeks	52
Hours Per Week	40
Normal Working Pattern	Monday to Friday: 0600 – 1430hrs.
Unpaid Breaks	30 minutes lunch break, where an excess of 6 hours is worked per day.
Holidays	Holidays in accordance with normal entitlement shall be taken at times mutually agreed with the Line Manager and normally during College academic holidays.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the Cleaning Manager, but additional hours will be paid at the Employee's standard rate of pay. Saturday's will be worked at an enhanced rate (plus 50% of the standard hourly rate).

REMUNERATION

Salary Details:

- Point 4 of the Support Staff Salary Scale
- FTE Salary: £19,264 per annum (based on working 37 hours, 52 weeks a year)
- Actual Salary for this post, as detailed: £20,826 per annum

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear work wear appropriate to the role and protective clothing will be provided by Wymondham College where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.