# JOB DESCRIPTION

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| Post: | **Morning Cleaner** |
| Reports to: | Cleaning Supervisor |
| Salary: | LLW – 14.80 p/h |
| Hours of work: | The hours of work for this post are 15 per week over 52 weeks a year to be worked across Monday to Friday between 06:30 and 09:30 or as agreed with the Supervisor. |

## Purpose and scope of job role

1.1 To work as part of a large cleaning team to ensure the college is cleaned to a very high standard.

1.2 To work proactively across the College to assist with the efficient day-to-day running of the College facilities and ensure the College is safe and fit for purpose.

## Main Tasks and Responsibilities:

2.1 To clean classrooms, staff offices, toilets and common areas as directed by the Cleaning Supervisor to a high standard.

2.2 To be flexible to the college needs, cleaning any area of the college that is required by the Cleaning Supervisor.

2.3 To ensure all toilet blocks are replenished when required.

2.4 To follow all Health & Safety information provided and ensure all equipment and chemicals are stored and locked away in the designated cleaning cupboards at the end of each shift.

2.5 To follow all provided water hygiene procedures and assist with flushing of outlets as required.

2.6 To ensure all allocated equipment is maintained, cleaned and any faults are raised to the Cleaning Supervisor as soon as possible.

2.7 To ensure allocated cleaning cupboards are clean and tidy.

2.8 To undertake deep cleaning of all areas during half term and summer breaks and for College events as directed by the Cleaning Supervisor.

2.9 To be responsible for allocated keys, making sure these are returned to the allocated key box at the end of each shift for the following morning.

2.10 To attend all training and meetings organised by the Cleaning Supervisor or Estates manager.

2.11 To ensure all Health and Safety concerns or maintenance issues are raised to the Cleaning Supervisor as soon as possible.

2.12 To assist with the weekly fire alarm tests, reporting any issues to the Cleaning Supervisor.

2.13 To comply with all Colleges policies and statutory regulations including those relating to health & safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place. Training will be provided.

**General**

The post holder will:

- Actively promote the values of the College: learner focus, responsibility, integrity, collaboration and respect.
- Actively promote equality and diversity, recognising and challenging stereotyping, prejudice and discrimination.
- To role model our FREDIE principles and behaviours (Fairness, Respect, Equality, Diversity, Inclusion and Engagement).
- Ensure effective quality control and continuous improvement in all aspects of work and engage in whole college quality improvement efforts.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding, Prevent, Data Protection and Health and Safety policies and procedures and undertake recommended training as and when necessary.
- Identify and manage risk effectively.

- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required.
- Adhere to and ensure compliance with all College Policies and Procedures and as detailed in the Staff Handbook.
- At all times seek to serve the best interests of the College and learners.
- To provide cover for colleagues during periods of holiday or sickness absence.

*NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.*

**PERSON SPECIFICATION – Morning Cleaner**

*The successful candidate will have many, if not most, of the following:*

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| **Knowledge** | 1. Knowledge of cleaning chemicals and COSHH regulations<br>2. Knowledge of commercial cleaning procedures and safe use of industrial cleaning equipment<br>3. Awareness and understanding of Health & Safety procedures | |
| **Experience** | 4. Experience of working in a similar cleaning role<br>5. Experience of working within a team | |
| **Aptitude and Skills** | 1. A commitment to high standards of cleaning<br>2. Physically fit<br>3. Good communication skills<br>4. Good timekeeping<br>5. A willingness to work flexibly and at any location required by the Cleaning Supervisor<br>6. An awareness of equality of opportunity and safeguarding<br>7. Presentable appearance (required to wear uniform) | |