



Cleaning Operative

Job Description

Faculty / Department: Campus:	Domestic Services Estates
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Responsible to:	Site Supervisor – Domestic Services
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Responsible for:	Domestic cleaning duties
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Grade:	Salary: £18,327 per annum pro rata (SCP 1, Grade 1)	Hours:	12.5 hours per week, Term Time Only, (0.28 FTE)
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Role Summary:
To contribute to the work of the Domestic Services Team to ensure that the College is a clean, hygienic and welcoming environment for all visitors, staff and learners.

Main Duties and Responsibilities:

- Adhere to the standards of cleanliness and behaviour expected whilst on duty to ensure a productive and orderly working environment.
- Ensure a first-class cleaning service is delivered to all areas of the buildings, as specified within defined service level agreements.
- Undertake, as part of the team, the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition e.g. cleaning, sweeping, vacuum cleaning, emptying of bins.
- Ensure the College's health and safety policies and compliance is adhered to at all time.
- Undertake and efficiently complete scheduled deep cleans of College areas in a timely manner.
- Ensure that cleaning equipment and materials used are safely maintained and stored.

Team Work

- Work as part of a team or individually as required.
- Work flexibly to meet the needs of the business, and to provide cover for other member of the team, in times of absence.
- Work closely with the other Departments, as well as with partner agencies. Provide cleaning services to third party suppliers as and when required, such as for external functions or events.

Communication / Documentation

- Report instances of health and safety risks to the relevant person.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.
- Attend training courses, conferences, seminars or other meetings as appropriate.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- Demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- Promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- Participate in making the College an inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- Comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- Understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder. This Job Description and Person Specification is accurate as at March 2022. In consultation with the post holder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Cleaning Operative

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Level 2 in Maths or English (GCSE) or equivalent, or a willingness to attain these along side the College. 	A	<ul style="list-style-type: none"> H&S qualification level 2 H&S qualification COSHH related 	A A
Experience	<ul style="list-style-type: none"> Significant, recent experience in busy fast paced cleaning role. Experience of safely working with hazardous and non-hazardous waste materials. 	A I A I	<ul style="list-style-type: none"> Experience of working within an FE or Educational setting i.e. Schools & Colleges 	A
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Ability to work in fast paced environment, meeting multiple deadlines within set timescales. Good communication skills Ability to provide an effective, proactive customer focused service to our customers. Committed team player. Professional and polite with customers providing a quality service. Readily supports and adapts to change. 	A I A I A I A I A I		
Other	<ul style="list-style-type: none"> Ability to travel between, and work from Burslem 	I		

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	and Cauldon campuses as required. <ul style="list-style-type: none">• Willingness and ability to work outside of core hours, as required.	I		
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