

## POST DESCRIPTION

<b>Job Title:</b>	Cleaner
<b>Responsible to:</b>	Estates Manager
<b>Responsible for:</b>	Not applicable

<b>1.</b>	<b>Job Purpose:</b>
1.1	To ensure that the College and any of its annexes are cleaned on a daily basis.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	To carry out detailed cleaning tasks associated with the general upkeep and maintenance of the College and annexes.
2.2	Hours of work will be by arrangement with the Estates Manager and may involve shift work.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Cleaning of designated areas to the required standard.
3.2	Emptying litter bins, etc., and removing waste to designated areas.
3.3	Cleaning of tables/desks and other furniture as directed.
3.4	Cleaning all areas of Cayley Hall accommodation

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

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**Note**

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

*Please see following page for Person Specification*

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Literacy or Numeracy at Level 2		D
	Health and Safety certificate		D
	First Aid at Work certificate		D
<b>Specialist Knowledge</b>	Knowledge of health and safety, COSHH, manual handling, PPE etc.	E	
<b>Experience</b>	Good track record of recent practical experience in education		D
	Previous cleaning experience in a similar role	E	
<b>Skills and Attributes</b>	Flexibility and adaptability	E	
	Ability to work on own initiative.	E	
<b>Other</b>	Enhanced DBS check carried out on appointment	E	
	Fit for the duties of the post	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*