

The Leicestershire College Job Description

1. Job Details

Job Title:	Cleaner (15 hours per week)
Department:	Estates and Facilities
Reporting To:	Cleaning Supervisors
Competency Level:	Business Support 1
Hay Grade:	G1
Date of Job Evaluation:	December 2018
Annual Salary (FTE):	£7,056 per annum based on 0.4 of the FTE £17,640
Date:	August 2021

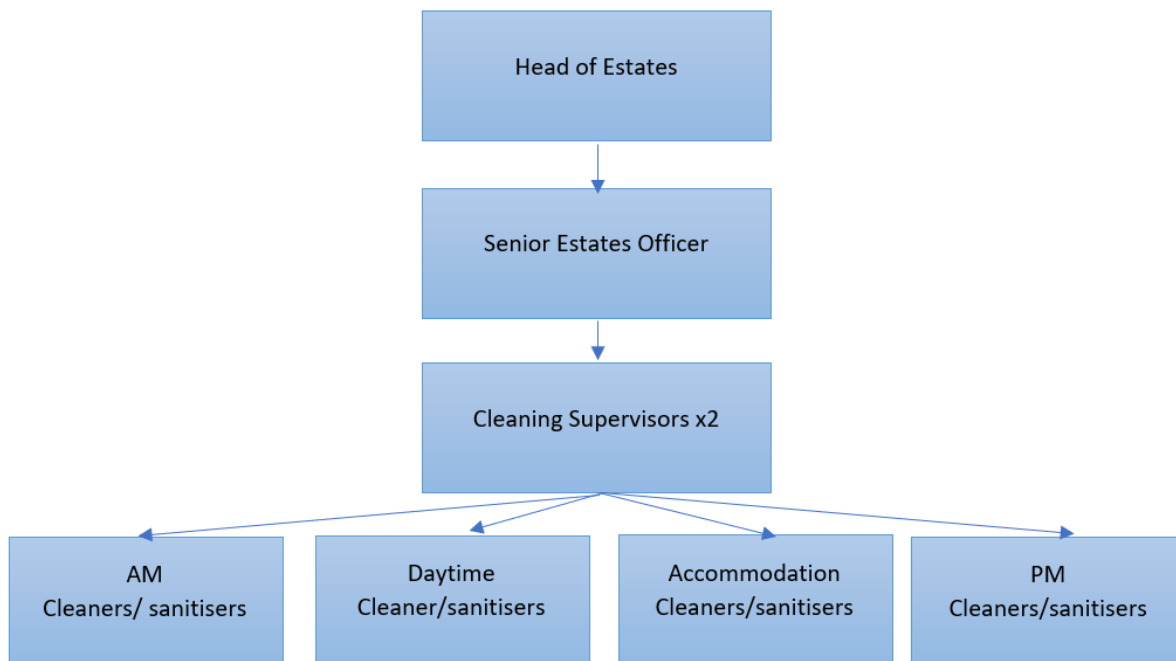
2. Job Purpose

To provide, as part of a team, a cleaning service for the College Campus to ensure that the premises are kept in a clean, hygienic, litter free and safe condition

3. Dimensions

Not Applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- To undertake the cleaning of the College premises working in classrooms, offices, studios, corridors and stairways, bedrooms and student kitchens, sports and leisure facilities, toilets, showers, cafeterias and communal areas.
- To adopt safe working practices.
- Work in a team providing flexible service cover across all areas.

- Attend team meetings and training.
- Liaise with the Senior Cleaners to ensure that all maintenance required to equipment, fixtures and fittings is reported.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may come into contact with.

7. Key Result Areas

Action	Result
To work efficiently and effectively to support the consistent high standards of the service	To provide excellent customer service for staff, students and customers
Ensure that resources are sufficient, safe and in place to support service delivery	Timely and well-resourced service delivery
To work flexibly in a team to deliver a cleaning service to support curriculum outcome and business success across all areas	To ensure that a high level of customer service is provided at all times
To participate in staff development opportunities and mandatory training	To ensure that training is up to date so that cleaning areas are maintained to the highest standards and to be compliant with College training requirements

8. Key Working Relationships and Communications

Internal: Providing a cleaning service for students (current and prospective) and staff.

External: Providing a cleaning service for visitors to the college, contractors and all external customers.

9. Scope for Impact

Not Applicable

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Understands customer expectations; delivers consistently high quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
2.	Possess NVQ Level 2 Cleaning or equivalent level training		•	Application/ Certificates
EXPERIENCE				
3.	Previous experience of cleaning in a commercial environment using modern cleaning methods	•		Application/ Interview/ Assessment
4.	Previous use of cleaning machinery	•		Application/ Interview/ Assessment
5.	Experience of working unsupervised and using own initiative	•		Application/ Interview
6.	Demonstrate experience of being responsible for security	•		Application/ Interview

SKILLS & KNOWLEDGE				
7.	Demonstrate good English literacy standards in order to understand both written and verbal health and safety instructions	•		Application/ Interview/ Assessment
8.	Demonstrate an understanding of Health and Safety requirements related to cleaning including COSHH and Manual Handling	•		Application/ Interview/ Assessment
9.	To be able to perform required cleaning tasks	•		Application/ Interview/ Assessment
10.	The ability to work well within a team	•		Application/ Interview
11.	To have a full understanding of the importance of professional conduct for service delivery	•		Interview
12.	Excellent timekeeping	•		Application/ Interview
13.	Willingness to work flexible hours	•		Interview
14.	Willingness to complete staff training	•		Interview
15.	Demonstrate an understanding and awareness of the importance of identifying wellbeing support in the college environment	•		Interview
16.	Promote the College's equal opportunities policy and practices	•		Interview
17.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in August 2021 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	