CAMPBELL COLLEGE

Est 1894

JOB DESCRIPTION

Title of Post: **Cleaner**

Reporting to: **Service Supervisor/ Facilities Manager**

Location: **Campbell College**

Hours of Work: **20 hours per week** ***(Monday - Friday: 3.00pm to 7.00pm)***
(45 week contract)

Job Summary

The successful candidate will join the College Facilities team and will report to the Cleaning Supervisor. Main duties will include:

1 The daily cleaning of the areas allocated. This will include (as a summary but not an exhaustive list) Damp dusting, polishing, vacuum cleaning, window cleaning, bathroom and toilet cleaning.

2 The operation of industrial cleaning equipment e.g. floor scrubbers, burnishers, vacuums and carpet cleaners.

3 Fulfilling the duties listed on the cleaning schedules within appropriate and designated timescales.

4 The manual handling of furniture and fixtures during the year when deep cleaning schedules are in operation.

5 The cleaning and polishing of floor and other surfaces in any areas of the College as directed by your line Manager.

6 To participate, accept and practise training administered by the College e.g. Health and Safety, Manual Handling Legislation etc.

7 To be flexible and willing to assist in other duties as directed by the College.

Equality

Campbell College is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religion, politics, race, gender, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement.

Smoking and Health

Campbell College is a Smoke Free Organisation.

Health & Safety

All employees must comply with the College's various Health and Safety Policies and Procedures including all Legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Business Conduct.

Performance

Employees are expected to demonstrate commitment to the College by ensuring regular attendance at work and efficient completion of duties.

Service Quality

Campbell College is committed to providing the highest possible quality of service to all pupils, teachers, visitors and clients. Members of staff are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Records Management

All employees of the College are legally responsible for all records held, created or used as part of their business within the College including staff/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the College's policy and procedures on records management and to seek advice if in doubt.

Terms and Conditions

This job description is not definitive and may be amended to meet the changing needs of the College.

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PERSONNEL SPECIFICATION

Title of Post: Cleaner

Location: Campbell College

Essential Criteria

Applicants should:

1. Be over 16 years of age
2. Proof or right to work in the UK
3. Have basic literacy/numeric skills
4. Have proven work experience in general cleaning within another establishment
5. Manual dexterity
6. Candidates should have the ability to complete a training programme
7. The proven ability to show that they can work in, - and as part of a team
8. Proven communication skills
9. Client focused with an ability to work well with children *(Child Protection Policies and clearance applies)*
10. Good attendance/ health record
11. Reliability
12. Confidentiality
13. Ability to use initiative

Desirable Criteria

1. Proven basic hygiene and cleanliness training/ experience or qualification (e.g. B.I.C.S.)
2. Trained in lifting and handling (Manual handling)
3. Available to work extra or unsociable hours, if and when requested
4. Hold current Access NI clearance status

Please note, dependant on the volume of applications received, we reserve the right to extend the essential criteria to include the desirable criteria, and should it be deemed necessary to add any further criteria to the above list.

Candidates shortlisted for interview will be required to produce original certificates and photocopies of the same.

If successful staff will be required to produce documentary evidence that they are legally entitled to live and work in the UK eg P45, payslip, National Insurance Card, Birth Certificate. Failure to do so will result in a non-appointment.

Canvassing either directly or indirectly will be an absolute disqualification for appointment.