

THE NORTHERN COLLEGE

JOB DESCRIPTION

CLEANER

Summary of Responsibilities

To be responsible to the Principal under the line management of the Health, Safety and Premises Manager and the Supervision of the Cleaning Team Leader for the provision and delivery of a day to day cleaning service to the college.

Main Duties

1. Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of designated areas (all of which will include toilet and associated facilities) and fixtures and fittings, using where appropriate the necessary powered cleaning equipment.
2. The changing and making of beds in student accommodation.
3. Ensuring that designated areas are in a clean and hygienic condition.
4. Observation of the College's Health and Safety Policy and procedures.
5. To undertake staff training considered appropriate to the post to ensure the efficient and safe carrying out of the duties undertaken in the post.
6. Undertake any training and development deemed relevant to the post as directed.
7. To undertake duties and responsibilities in full accordance with the College's 'Health & Safety' policy and procedures.
8. To work to promote and support the College's policies and procedures with particular reference to the safeguarding of children and vulnerable adults.
9. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

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PERSON SPECIFICATION

CLEANER

Category	Essential/ Desirable	Description	Means of Assessment
Knowledge and Experience	Essential	Ability to clean to a high quality standard within required deadlines	Application Form Interview
		Experience of cleaning in a business environment	Application Form Interview
		Experience of working effectively as part of a team	Interview Application Form
		Knowledge and understanding of procedures relating to Control of Substances Hazardous to Health (COSHH)	Application Form Interview
	Desirable	Experience of cleaning within a residential business environment	Application Form Interview
		Experience of working in an education environment	Application Form
		Knowledge and understanding of manual handling procedures	Application Form
Skills & Abilities	Essential	Excellent interpersonal skills and the ability to work effectively as part of a team	Interview Assessment
		Ability to prioritise workloads and also undertake routine schedules of work	Assessment
		Ability to undertake the physical aspects of the role (i.e. bed changes involving lifting, bending and stretching)	Interview Medical Screening
		Ability to work unsupervised at times and on your own initiative	Application Form Interview
		Basic ICT skills and the ability to use outlook for communication via emails etc.	Application Form Assessment
Other Requirements	Essential	Flexible approach with an awareness of and commitment to customer care	Interview
		Willingness to undertake training deemed relevant to the post	Application form Interview
		Understanding of the importance of equal opportunities, equality and diversity.	Interview

	An understanding of the importance of 'safeguarding' and a commitment to creating a safe learning environment within the college	Interview
	An awareness of and commitment to the Prevent duty	Interview
	Willingness to work occasional additional hours and weekends if required	Interview