



JOB DESCRIPTION

Post: CLEANER

Responsible to: Premises Manager

Salary: £9.25 per hour
20 Hours per week
16:00 – 20:00 Monday - Friday
Term Time (40 Weeks)
The academic term lasts for 38 weeks which means that the successful candidate will be expected to work for two weeks during the college holidays.

Conditions of Service: Callywith College Conditions of Service

Main Purpose of Job: To undertake cleaning of the Callywith College site.

Specific Duties: Using appropriate powered and other equipment, daily clean the College premises to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming, polishing of all areas of the College, emptying bins, (including topping up of toilet requisites and cleaning of all sanitary ware).

To undertake cleaning duties within College premises as required.

Report any Health and Safety issues, fused bulbs, damages to property or other faults

Participate in major cleaning activities which may include activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, blinds, upholstery, etc.

Assist with moving furniture and any other related tasks as required.

Secure internal doors and windows.



General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with College procedures.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

CLEANER

Ideally, the person appointed will have the following skills and experience:

Attributes	Essential	Desirable
Skills/Attributes	<ul style="list-style-type: none"> • good team player • self-motivation and use of own initiative • attention to detail • flexible and adaptable 	
Experience	<ul style="list-style-type: none"> • relevant work experience in a cleaning role 	<ul style="list-style-type: none"> • familiar with powered cleaning equipment • experience of working in the education sector (or an office environment)
Education & Training		<ul style="list-style-type: none"> • knowledge of relevant Health and Safety procedures
Additional factors	<ul style="list-style-type: none"> • able to lift and manoeuvre cleaning equipment • ability to change working pattern across academic year 	

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.