**Job Description**

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| **Post:** | **Cleaner** |
| **Salary/Grade:** | **Grade 3** |
| **Responsible to:** | **Assistant Estates Manager** |
| **Main purpose of the post:** | **To provide a high-quality cleaning service to the college.** |

**Main Duties:**

* 1. Cleaning of all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other college teams).
  2. Cleaning of mat wells and covered entrances.
  3. Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary.
  4. Washing and cleaning of light shades/diffusers after removal and prior to replacement by an Assistant Estates Manager or Estates Assistant.
  5. Cleaning of kitchen areas apart from any cleaned by another college team.
  6. Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary.
  7. Cleaning of sanitary areas, toilets, showers, changing rooms, sluices, sink units by the appropriate matter.

1. **Operational/Strategic Planning**

2.1Contribute to setting standards in the Department’s annual self-assessment reporting and action plan in line with the College’s planning and quality assurance procedures.

1. **Staffing**
   1. Work collaboratively as part of a team to share good practice.
   2. Work flexibly providing cover for absent colleagues when required.
   3. Participate in continual professional development and coaching and mentoring to enhance and share good practice.
2. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and the Prevent strategy.
  2. Ensuring that health and safety guidelines are followed at all times whilst on the premises.

**Discipline**

4.3 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

**Learner Involvement**

4.4 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

1. **Quality Assurance**

5.1 Contribute to the Self-Assessment Report and Quality Improvement Plan within the Department.

5.2 Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.

5.3 Keep a professional development file to record personal training and development.

1. **Equality and Diversity**

6.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

6.2 Ensuring that users of the building are treated with care and consideration.

1. **Management Information and Administration**

7.1 Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to your immediate superior

1. **Communications**

8.1 Attend College events, briefings and meetings as part of the College’s meeting schedule.

8.2 Use the College’s systems, policies and procedures to communicate issues as necessary.

1. **Marketing and Liaison**

9.1 Contribute to the marketing and promotion activities of the College and the Department.

9.2 To take every opportunity to promote a favourable departmental image to all users of the building.

1. **Management of Resources**

10.1 Replenishing supplies of soap, paper towels, toilet rolls and waste disposal bags

10.2 Ensuring that all cleaning equipment used is cleaned before returning to the stores.

1. **Other**

11.1 Ensuring that windows are closed and lights turned off before leaving an area.

11.2 Contribute to the college mission and ethos and support the aims and objectives of the College.

11.3 Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.

11.4 Undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.