



<b>Job Title:</b>	<b>Cleaner</b>
<b>Grade:</b>	<b>2 - £9.25 per hour</b>
<b>Responsible To:</b>	Campus Site Manager/Assistant Site Manager
<b>Key Relationships/ Liaison with:</b>	Staff and external users
<b>Job Purpose:</b>	To ensure a high level of cleanliness is maintained on a daily basis. To maintain hygiene and cleanliness standards in the food technology rooms.
<b>Hours:</b>	Monday - Friday, 3.30pm – 5.30pm, plus 20 hours of holiday cleaning.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1.	To carry out cleaning duties as required including, sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2.	Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.
3.	Use stepladders when necessary and with due regard to the Health & Safety of themselves and others.
4.	Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH regulations. (Chemicals should <b>NEVER</b> be mixed with other chemicals).
5.	To be responsible for the care of all cleaning equipment and materials assigned to them.
6.	Where practical ensure windows and doors are closed and locked when leaving.
7.	Report to the Campus Site Manager any defects seen, likely to affect security i.e. broken windows, window catches.
8.	Wear protective clothing provided, additionally shoes which are suitable for work being carried out must be worn, e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

#### **SPECIAL FACTORS:**

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

#### **WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice within the campus.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, at least one of which should be linked to the college improvement plan where possible.
- Willingness to be flexible in both approach & use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

The Governing Body of Brookvale Groby Learning Campus and Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

January 2022