

Daytime Cleaning Assistant

Permanent, Part Time, 30 hours per week during term time,

reducing to 10 hours per week during the College holidays.

SFCA Support Staff Salary Pt. 3 - £23,807 pro rata

Actual Salary: £18,015 per annum (£12.34 per hour)

**Responsible to:** Cleaning Supervisor

Thank you for your interest in the post of Daytime Cleaning Assistant at the College.

Included in this document is information about the Cleaning Department, an outline job description and person specification.

**The Cleaning Department**

Working under the supervision of the Cleaning Supervisor and Estate Manager, the College currently employs 15 Cleaning Assistants, working either mornings, afternoons or both depending on the terms of their individual contracts. The College also employs a daytime cleaner whose duties are from 6.00am – 12.00 noon, when this role will commence. The College is very positive in encouraging teamwork, and the Cleaning Department is very active in this respect.

The College attributes a high degree of its success to the quality and commitment of all who work here including its cleaning staff. The College expects high standards in all areas of its work and maintaining an effective and efficient cleaning service is an important part of this process.

**JOB DESCRIPTION**

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| **POST TITLE:** | **Daytime Cleaning Assistant** |
| **RESPONSIBLE TO:** | **Cleaning Supervisor/ Senior Estates Assistant** |
| **GRADE:** | **SFCA Support Staff Pt. 3** |
| **WORKING WEEKS:** | 30 hours per week during term time, 10 hours per week during the College holidays.  Total full time equivalent: 0.7567 fte |
| **PURPOSE OF POST:** | To provide a reliable cleaning service to the College, ensuring high standards of cleanliness throughout the day. In addition, duties will include setting up and clearing refreshments for business meetings and events, parents’ evenings, open evenings or other meetings as and when required. |

**MAIN PURPOSE OF THE POST**

You will play a valued role within the College by working individually and as part of a team whose responsibility it will be to ensure the College premises are kept to a high standard of cleanliness. You may be expected to operate machinery, for which training will be given, in connection with certain cleaning duties. In addition, you will be expected to comply with Health & Safety policy and systems, report any incidents/accidents/hazards and generally take a pro-active approach to health & safety matters in order to protect yourself and others. It is expected that that you will work as an effective member of a team and provide the necessary flexibility and commitment to enable a continuous high standard cleaning programme to be in place throughout the College year.

**RESPONSIBILITIES OF THE POST**

*Areas to be cleaned will be designated by the Cleaning Superviser/Estates Assistants in accordance with College needs and priorities. In addition to the general duties of vacuum cleaning, carpet shampooing, dusting, washing up crockery, manual sweeping & mopping and emptying wastepaper bins, your duties in respect of this daytime cleaning post will include the following:*

* maintaining the cleanliness of the toilet accommodation throughout the day including replenishing paper towels, toilet rolls and soap and keeping floors and walls clean. During the College vacations, more thorough cleaning of the toilet areas and common room accommodation will be undertaken with the assistance of other cleaning staff
* clearing the corridors, atrium, mezzanine, library, main hall, student common room and staff common room of rubbish and mess and maintaining a neat and tidy appearance
* as designated by the Office Manager, catering duties designated to this post will include:
* setting up refreshments for business meetings and events, open evenings, parents evenings, or other such meetings and serving when required
* clearing and tidying rooms as soon as possible after meetings and washing up
* returning unused bottled drinks at end of meetings and keeping a note of numbers
* ensuring supplies ordered from the Servery are on time
* reporting any breakages
* assisting with the thorough cleaning of areas associated with the preparation and storage of refreshments, equipment, crockery and utensils within the admin kitchen. These will include cupboards, drawers, fridges, worktop areas, bins, etc.
* assisting in first aid whenever required - training will be provided
* clearing litter from around the College, as necessary
* providing a presence in the students' social areas
* to carry out other duties commensurate with the post as determined by the Estate Manager or Estates Assistants in response to unexpected College needs

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.***

**Person Specification**

The College would expect successful candidates to have the following qualities:

* reliability - the College has an essential requirement for good timekeeping and attendance
* good teamworking and ability to get on with others whilst maintaining a professional attitude to work
* ability to carry out tasks with a minimum of supervision
* previous cleaning experience in a working environment would be an advantage though not essential
* flexibility
* willingness to work additional hours from time to time if the need arises

**Salary and Conditions of Service**

This is a permanent post, working part time, 30 hours per week during term time and 10 hours per week during the College Holiday periods.

**Working time***:* Working time is 12.00pm to 6.00pm Monday to Friday during term time and either 6.00am to 8.00am or 8.00am to 10.00am during the holidays. An amount of flexibility in the range of tasks and working time may be required from time to time to meet the needs of the job.

**Training:** Any necessary training in appropriate areas will be given.

**Annual leave:** 26 days per year plus two statutory days, plus bank holidays. Leave is taken during college holiday periods.

**Salary:** Point 3 on the payspine for support staff in sixth form colleges, currently £23,087 pro rata, Actual Salary £18.015 per annum (£12.34 per hr). Salaries are paid monthly direct into bank accounts.

**Pension:** Access to the Local Government Pension Scheme.