Cleaners

**Department:** Directorate of Technology Estates & Facilities: Facilities Services

**Hours of work:** Part time

**Contract type:** Open

**Salary:** £18,852 to £19,209 per year, reduced for part time working

**Closing date:** 31st October 2021
Introduction

Within Facilities Services our Cleaners ensure that allocated areas of the campus are cleaned to a consistently high standard.

Cleaners carry out general cleaning duties, in any areas allocated by the Supervisors or Cleaning Managers. Work is carried out to the required standard and in accordance with agreed service levels.

Following training, our cleaners ensure that materials and equipment are used in a safe, efficient and cost effective way.

For this role, the ability to communicate effectively with others and to receive and understand instruction is required. In addition, there is a requirement to be able to use email and other online systems so that our University communications, including e-payslips can be accessed.

Due to the nature of the work, cleaners are required to be on their feet for the duration of the shift and must have the ability to carry out significant manual handling duties such as: making beds, carrying linen bundles and using heavy floor cleaning machinery.

Examples of shifts and working patterns currently available include but are not limited to:

- 06:00 until 9:00 Monday to Friday. 15 hours per week
- 06:00 until 10:00 Monday to Friday. 20 hours per week
- 07:00 until 10:00 Monday to Friday. 15 hours per week
- 09:45 until 12:45 Monday to Friday. 15 hours per week
- 08:00 until 12:00 Monday to Friday. 15 hours per week
- 07:00 until 13:30 (with half hour break) Saturday & Sunday. 12 hours per week
- 06:00 until 10:00 Saturday & Sunday. 8 hours per week
- 07:00 until 10:00 Saturday & Sunday. 6 hours per week

Whilst the shifts represent regular working patterns, the positions require the flexibility to work any 5 days out of 7, including weekends when requested. In particular, during vacation periods and clean-down periods, the workload can fluctuate and our cleaners are expected to be flexible in their hours you work. All members of the team should be able to work additional hours from time to time.
Main purpose of the role

To carry out general cleaning duties, in any areas allocated by Supervisors or Cleaning Managers, to the required standard and in accordance with agreed service levels.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To carry out general cleaning duties, in any areas allocated by the Supervisor or Cleaning Manager, to the required standard and in accordance with agreed service levels.
- Following training, ensure that cleaning materials and equipment are used in a safe, efficient and cost-effective way.
- Provide cover for absences as required. This could involve working in other areas if necessary.
- Cooperate with the Management Team when random work monitoring inspections are carried out. Comply with any consequent instructions or recommendations.
- Ensure allocated areas are locked and unlocked as directed.
- Occasional movement of furniture as required.
- Maintain cleanliness of fixtures and fittings as required.
- Assist the University in security and energy management programme by ensuring that all lights are switched off and windows closed and locked as appropriate.
- Other requirements of the post:
  - To take care to safeguard your own safety and that of others. You must not use electrical equipment without having received the correct training.
  - Not to interfere with or misuse, anything provided in the interests of Health, Safety or Welfare.
  - To immediately report any defects in plant, equipment or the working environment.
  - To attend training and development courses as required, including the British Institute of Cleaning Service (BICSc) certificate.
  - The ability to communicate effectively with colleagues, managers and customers, and to receive and understand instruction.

The list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
## Person specification

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
<th>Knowledge</th>
<th>Skills, abilities and competencies</th>
<th>Personal attributes</th>
<th>Additional personal attributes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>British Institute of Cleaning Services Certificate (BICS)</td>
<td>Awareness of Health &amp; Safety regarding the use of chemicals and safe methods of working</td>
<td>Ability to follow instructions and to work as part of a team</td>
<td>Ability to carry out significant manual handling duties such as carrying heavy bundles of linen and using heavy floor cleaning machinery.</td>
<td>Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others.</td>
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<td></td>
<td>IOSH Working Safely Certificate</td>
<td>General understanding of cleaning materials, equipment and procedures</td>
<td>Ability to use the internet and e-mail</td>
<td>Flexibility to work any 5 days out of 7, including weekends when requested</td>
<td>Have strong team spirit and pride in your standard of work.</td>
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<td>Customer Care Certificate</td>
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<td>Good communication skills to enable interaction with staff, students and conference guests</td>
<td>Ability to carry out significant manual handling duties such as carrying heavy bundles of linen and using heavy floor cleaning machinery.</td>
<td>Value colleagues and support their commitment to behaviour that is consistent with our core values.</td>
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<td>The ability to communicate effectively with colleagues, managers and customers and to receive and understand instruction.</td>
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