

JOB DESCRIPTION

Post: Housekeeper

Responsible To: Housekeeping Team Leader

Summary of Post: To clean the college's buildings and grounds

Specific Duties:

1. To undertake the cleaning of the College buildings as directed.
2. To work individually or as a team as required on specific tasks.
3. To work in a safe manner and follow safety procedures.
4. To work in a neat and tidy manner maintain high cleaning standards.
5. To participate in the College Performance Review and Appraisal scheme.
6. To carry out such other cleaning duties as may be required from time to time by the College that are within the level and responsibility appropriate to the grade of the post.
7. To carry out any other duties of a similar nature as designated by the Housekeeping Team Leader
8. To clean classrooms, toilets, other teaching spaces, public areas and staff rooms.
9. To empty internal and external waste bins/baskets etc. and disposing of waste including recyclable waste.
10. To use mops/sweepers/vacuum cleaners/scrubbers as appropriate and in accordance with proper usage guidelines.
11. To carry out high level dusting.
12. To take responsibility for cleaning all equipment and storing after use in dedicated cupboards/areas.

13. To report any unacceptable conditions in classrooms, workshops etc. graffiti to walls/furniture and breakage of fixtures and fittings to the Housekeeping Team Leader.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

| | EMPLOYEE SPECIFICATION | Application | Interview | Shortlisting Weighting |
|-------------------|--|-------------|-----------|------------------------|
| Skills | | | | |
| 1. | Ability to work unsupervised | ✓ | ✓ | 6 |
| 2. | Ability to understand verbal and written instructions | ✓ | ✓ | 6 |
| 3. | Effective teamwork skills | ✓ | ✓ | 6 |
| 4. | High standards of cleanliness and hygiene | ✓ | ✓ | 6 |
| 5. | Actively contribute to the College's Safeguarding practice, procedures, culture and ethos. | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Up to date experience in cleaning | ✓ | ✓ | 4 |
| 2. | Evidence of working to health and safety procedures | ✓ | ✓ | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above) | ✓ | ✓ | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C / 4 or above) | ✓ | ✓ | 4 |

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

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