

Job Description **Cleaner – Kickstart Scheme**

Line Manager: Head of Estates and Facilities

Contacts: College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies

Job Purpose: The team of cleaners work together to ensure that the College is cleaned and maintained to a high standard. You may be asked to clean not only classrooms, but toilets, communal areas, refectory and specialist vocational areas such as laboratories, salons, kitchens,.

Hours: 25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.

Salary: £8.91 per hour

Annual Leave: The leave year runs from 1 August to 31 July
20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)

Pension: NEST pension scheme

Staff Benefits: <https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1>

Duties and Responsibilities:

- The role will involve cleaning College areas to a safe and satisfactory standard, using appropriate materials and equipment.
- Maintaining high standards of cleanliness and tidiness including, vacuuming, mopping, emptying of litter bins, cleaning of work surfaces and carpets, high/low dusting and wiping and also cleaning of low windows/doors.
- You will maintain/clean equipment and storeroom and report any problems as they arise.
- You must be willing to move between sites for cover when necessary.

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people