

# Capel Manor College

## Cleaner

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Cleaner
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 3 point 14
<b>Responsible to</b>	Director of Estates and Facilities
<b>Location</b>	Enfield
<b>Contract</b>	Full-time, Permanent

### Key Responsibilities:

The key responsibility of the post holder will work in a team to provide an excellent standard of cleaning in the college. The ideal candidate will be committed to providing the highest standard of cleanliness and engaged with supporting the College in its objectives of providing high quality education and its students in attaining their potential.

### Responsibilities:

1. To vacuum, sweep, mop, wash down, dust and polish internal spaces in accordance with the cleaning specification and schedule or as observation prompts or directed by the Centre Coordinator.
2. To use only cleaning products and materials supplied by the College.
3. To comply with the cleaning colour code system for differing areas such as kitchens, toilets and class rooms.
4. To remove litter from outside areas and sweep external hard surfaces as per the specification or as prompted by observation or directed by the Centre Coordinator.
5. To empty waste bins daily and remove waste to the designated containers.
6. To clean Kitchen areas and Toilets on a daily basis.
7. To ensure daily there are adequate supplies of soap, toilet Roll, Hand Towel and washing up liquid in the appropriate areas.
8. To regular check there are adequate stocks of cleaning materials and consumables and place replenishment orders with the Centre Coordinator.
9. To make the Centre Coordinator aware of any deficiencies in cleaning tools and equipment.
10. To be responsible for the safe use and storage of chemicals and assist the Centre Coordinator in maintaining an accurate CISHH system.
11. To wear the protective clothing provided appropriate to the task and materials being undertaken or used.
12. To work in a safe and responsible manor at all times.
13. To work flexibly, including pre-arranged weekends as required by the Centre Coordinator to support College activities.

## **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- BICSc Foundation qualification desirable

### **Experience**

- Experience of cleaning in an educational or commercial environment

### **Skills, Abilities and Knowledge**

- Technical cleaning ability
- The ability to develop positive working relationships with individuals at all levels
- Effective communication skills
- Excellent organisation skills
- Ability to work on their own initiative and as part of a team
- Effective time management

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required