

# CLEANER

Professional Services

Human Resources, OD & Campus Services /  
Campus Operations



## Job Description and Person Specification



|                      |  |
|----------------------|--|
| Job Title:           | Cleaner                                      |
| Grade:               | 2  |
| Vacancy Ref No:      |  |
| Faculty/Directorate: | Professional Services                        |
| Service/Department:  | HR, OD & Campus Services, Campus Operations, |
| Reports to:          | Cleaning Supervisor                          |
| Responsible for:     |  |

### **Main Purpose**

Under the direction of the Cleaning Supervisor perform cleaning duties and report faults, potential hazards and incidents, to provide a clean and safe working environment for building users, including students, staff and visitors.

### **Main Duties & Responsibilities**

1. **Maintain the overall cleanliness of a specified areas to University standards and as allocated by the Cleaning Supervisor. This will include:**
  - Cleaning washbasins, male and female toilets and showers
  - Cleaning offices, classrooms, laboratories, event areas etc.
  - Dusting desks, work surfaces and sills
  - Vacuuming
  - Mopping
  - Scrubbing, polishing and/or buffing floors.
2. **Carry out occasional cleaning tasks to ensure Health & Safety standards are met. This may include:**
  - Clearing of bodily fluids
  - Deep clean of toilets or offices
  - Periodic cleans during University vacation periods.
3. **Report incidents, faults and potential hazards to the Cleaning Supervisor, in line with University Policies and Procedures.**
4. **Follow safe working practices by complying with University Policies and Procedures.**
5. **To carry out any other duties commensurate with the grade.**

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

## **Supplementary Information in all Job Descriptions**

### **Values**

It is the responsibility of every employee to uphold the University values of:

- encouraging participation and openness;
- encouraging creativity and innovation;
- supporting academic freedom and respecting the right to express diverse points of view;
- providing equal opportunities for all staff and students to achieve their full potential;
- applying the best ethical standards in everything we do

### **Information Governance**

Employees have a responsibility for all records (including student, health, financial, personal and administrative) that are gathered or used as part of work undertaken with the University. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. An employee must consult their manager if they have any doubt as to the correct management of the records with which they work.

Employees are required to uphold the confidentiality of these records held by the University, whether student records or corporate information.

Employees are responsible for the quality of data entered by themselves, or on their behalf, on the university's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to appropriate data standards, in a timely manner to ensure high standards of data quality in accordance with University policies, the requirements of the Data Protection Act 1998 and any other relevant legislation.

To support these requirements all employees must maintain confidentiality and abide by the Data Protection Act 1998 at all times. Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000. All employees will be given the necessary training to enable them to adhere to these requirements.

### **Working with Vulnerable Groups**

All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006.

Where appropriate employees will be given the necessary training to enable them to adhere to these requirements.

### **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health & safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the university's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

### **University Policies**

The University operates a range of policies (available on the University intranet and Service Now). All employees must observe and adhere to the provisions outlined in these policies.

### **Equality and Diversity**

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality and values diversity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

### **Training**

Employees must attend any training that is identified as mandatory to their role.

## PERSON SPECIFICATION

Cleaner

Human Resources, OD & Campus Services, Campus Operations

|   | <b>Essential</b>   | <b>Desirable</b>  |
|---|--|---|
| <b>Qualifications</b>                   |  | <ul style="list-style-type: none"> <li>• BICS COPC, NVQ Level 1 or City &amp; Guilds Cleaning/Caretaking or equivalent (or willingness to work towards).</li> </ul>                                   |
| <b>Experience, Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Ability to carry out cleaning tasks effectively;</li> <li>• Ability to speak fluent English;</li> <li>• Ability to follow verbal and written instruction accurately.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of cleaning in an industrial or educational environment, or other similar experience;</li> <li>• Ability to complete electronic forms.</li> </ul> |
| <b>Personal Attributes</b>              | <ul style="list-style-type: none"> <li>• Good time-keeping;</li> <li>• Commitment to engage with and contribute actively to the aims and objectives of the University;</li> <li>• Commitment to engage in positive working relationships;</li> <li>• Be willing to undertake further training necessary to meet the needs of the role;</li> <li>• Understanding of the University's commitment to Equality and Diversity.</li> </ul> |   |
| <b>Job Specific Requirements</b>        | <ul style="list-style-type: none"> <li>• Ability to work early mornings;</li> <li>• Customer focussed, with a positive 'can do' attitude;</li> <li>• Ability to carry out demanding work and to work for long periods in a standing position;</li> <li>• Ability to organise work to meet work targets within an allocated timescale, either by working in a team or alone.</li> </ul>   |   |

**Values**

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