



PLUMPTON COLLEGE

JANITOR	
Reporting to:	Estates Manager
Working Hours:	Full time (37.5 hours per week)
Salary:	£25,077 (scale point 17 on the Plumpton College pay scale)
Annual Leave:	26 electable days plus 8 statutory days

Job Purpose

The Janitor will provide efficient and effective cleaning to the communal and residents areas and emergency support to the estates team when required.

Provide an outstanding cleaning service ensuring health and safety regulations are always met. Activities include cleaning, hygiene and infection control, vacuuming, sweeping, mopping, dusting, and other tasks as required to comply with site specification standards.

Duties and responsibilities of the job

1. Main Duties

a. Dusting, sweeping, disinfecting, vacuuming, and mopping surfaces including living/working areas, bathrooms, kitchens, common rooms, communal litter picking of the areas, and supply / storerooms.
b. Empty all 50+ external waste bins and store ready for collection. Load all rubbish onto tractor to take to refuse area to dispose of. Return tractor to main building.
c. Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, hand towels, soap).
d. Litter picking of the site grounds.
e. Residents' washrooms and toilet facilities – replenish toilet rolls/ handtowels / soap, clean all surfaces, fixtures and fittings and showers, empty rubbish bins, descale toilets and urinals and wipe clean, sanitise and polish push & kick plates, sweep and mop all floors.
f. Wash cleaning cloths, reusable mop heads and dusters (vacuuming sweeper heads).
g. Bedrooms – cleaning of 2-3 per day, clean all surfaces and sanitise touch points, sweep / vacuum and mop all floors.
h. Clean all designated smoking areas and sweep as required.
i. Residential kitchen and lounge/kitchen – clean all surfaces, empty bins, sanitise touch points, polish kick and push plates, vacuum carpet, vacuum seating areas as required.

j.	Maintaining all materials and equipment in good / clean working order and reporting any defects / repairs.
k.	Ordering new supplies, when necessary, via your assigned manager / supervisor.
l.	Tap flushing Wales Lane.
m.	Emptying internal rubbish bins including clinical waste where applicable and disposing of correctly in line with the policies and procedures.
n.	Carrying out minor maintenance tasks such as replacing displaced toilet seats and unclogging sinks
o.	Provide emergency support to the estates team when required.
p.	Responding to any reactive tasks that may present and rectify any issues raised promptly and efficiently.
q.	Complete daily / weekly site specification tick sheets as required.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post	
a.	Minimum Level 2 in literacy and numeracy
b.	A minimum of 2 years commercial cleaning experience
c.	Fluent English spoken and written language
d.	Health & Safety knowledge / understanding of COSHH
e.	Ability to use mobile devices for time and attendance / compose and receive emails
f.	Live in the UK and have the Right to Work

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 06:00hrs to 14:30hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave must be booked on-line via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.