

Date issued...

JD category

Agreed by



PLUMPTON

COLLEGE

Night Cleaner

Reporting to:	Estates Manager
Working Hours:	Part-time (Sunday – Thursday; 5:00pm – Midnight) 39 hours per week
Salary:	Brighton Living Wage
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas (pro rata)

Job Purpose

The Cleaner will be part of a team, responsible to the Estates Manager for the internal and external daily cleaning of the College residential, office, educational, and recreational areas.

Duties and Responsibilities of the Job

a. To maintain areas to a high standard of cleanliness as agreed with the Estates Manager
b. Work to a priority cleaning schedule as and when required in designated areas set out by the Estates Manager
c. Empty waste paper receptacles as required
d. Report any damage or maintenance requirements found during the course of duty to the Estates Manager
e. By agreement, assist with catering functions and accommodation preparation
f. To adhere to the College safety policy, ensuring that appropriate safety standards are maintained
g. To undertake such other duties commensurate with the grade of the post as may reasonably be required by the Estates Manager, Principal, or other member of the Senior Management Team
h. Assist with portering, room set up, and other tasks requiring good manual handling skills
i. Participate in all safety procedures including risk assessment reviews and the creating and adoption of safe working practices
j. Participate in, and contribute to, activities involving the marketing and promotional activities of the College. This would include working occasional Friday nights throughout the year to assist with setting up of events

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k. To efficiently utilise the materials and equipment supplied by the College in achieving high standards of cleaning
l. To adhere to the College safety policies ensuring that appropriate safety standards are maintained during all College activities
m. Maintain effective communications with other staff including attendance at departmental and staff meetings as required
n. To participate in an annual appraisal of performance
o. To undertake staff development appropriate to the needs of the College, department and that identified by the appraisal process
p. To undertake any reasonable request made by the Estates Manager or a member of SMT commensurate with the essential criteria for this post

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

Essential criteria for the post
Practical experience of following cleaning plans to a high standard
Ability to prioritise tasks and organise own work schedule
Ability to properly finish all tasks to a high standard and demonstrate a commitment to site presentation
Excellent awareness of safe working procedures and the ability to identify improvements across all tasks
Physically fit and able to perform practical tasks throughout the day, every working day involving manual handling
A good understanding and empathy with young people with the ability to challenge inappropriate behaviour and set a professional example to all college users
Be able to adopt a flexible approach to all tasks and working hours given the occasional unplanned maintenance type emergencies that can arise
Experience of working with minimal supervision
Ability to record and maintain comprehensive records of building and equipment checks
Be a good communicator and have the ability to work as a small team with a flexible approach to work

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Desirable criteria
Knowledge of care procedures for wooden flooring
Experience of industrial cleaning equipment

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 5:00pm to midnight Sunday to Thursday 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 departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays (pro rata) and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial 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 Local Government Pension 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. There is also free car parking and a competitively priced dining room service.

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.