

JOB DESCRIPTION

JOB TITLE: NIGHT CLEANER

POST REF: 08/22

REPORTS TO: CLEANING SUPERVISOR

JOB PURPOSE: TO CLEAN THE COLLEGE BUILDINGS AND GROUNDS

DATE: FEBRUARY 2012

GENERAL RESPONSIBILITIES:

1. To undertake the cleaning of the College buildings as directed.
2. To work individually or as a team as required on specific tasks.
3. To work in a safe manner and follow safety procedures.
4. To work in a neat and tidy manner maintain high cleaning standards.
5. To participate in the College Performance Review and Appraisal scheme.
6. To carry out such other cleaning duties as may be required from time to time by the College that are within the level and responsibility appropriate to the grade of the post.
7. Any other duties of a similar nature as designated by the Cleaning Coordinator.
- 8.

SPECIFIC RESPONSIBILITIES:

1. Daily cleaning of classrooms, toilets, other teaching space, public areas and staff rooms.
2. Emptying internal and external waste bins/baskets etc. and disposing of waste including recyclable waste.
3. Daily cleaning of furniture/work surfaces in accordance with work schedules.
4. Ability to use in a correct and efficient manner, mops/sweepers/vacuum cleaners/scrubbers as appropriate.
5. High level dusting.
6. Be responsible for cleaning all equipment and storing after use in dedicated cupboards/areas.
7. To carry out duties during College vacation periods as directed by the Cleaning Supervisor.
8. Reporting back daily to Cleaning Supervisor - unacceptable conditions in classrooms, workshops etc. graffiti to walls/furniture and breakage of fixtures and fittings.

GENERAL BEHAVIOURS

1. The College expects that you will work to the highest professional standards and undertake your responsibilities to the best of your ability.
2. You should be courteous in your dealings with colleagues, students and visitors to the College.
3. You will exhibit a positive drive in your desire and efforts to operate an effective service.

As part of the team you will act with integrity, probity in all of your work and relationships

TERMS AND CONDITIONS

Canterbury College Scheme of Conditions of Service

20 hours per week hours Established post

Occasional weekend / day work may be necessary.

Salary: £12,979 (Fixed point) pro rata, per annum i.e. £6.74 per hour

Canterbury College is an Equal Opportunities employer

PERSON SPECIFICATION

Night Cleaner

ALL STAFF ARE EXPECTED TO UNDERTAKE CPD

	Requirement	Means of assessment		
		Application form	Interview	Reference
Skills and ability				
Ability to work unsupervised	Essential	✓	✓	✓
Ability to understand verbal and written instructions	Essential	✓	✓	✓
Effective teamwork skills	Essential	✓	✓	✓
High standards of cleanliness and hygiene	Essential	✓	✓	✓
Experience				
Up to date experience in cleaning	Desirable	✓	✓	✓
Evidence of working to health and safety procedures	Desirable	✓	✓	
Other				
Excellent attendance record	Essential	✓	✓	✓
Physically able to use machinery and manually handle stores.	Essential	✓	✓	✓
Education				
Basic Skills – Literacy/Numeracy at level 2 (or willingness to work towards)	Desirable	✓		