

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Cleaner	
<b>Reports to:</b>		Cleaning Team Leader	
<b>Job Grade</b>	RLW	<b>Department</b>	Campus Facilities

### ROLE SUMMARY:

To undertake effective cleaning of the college premises to a high standard, following relevant Health & Safety, Security and Environmental arrangements as instructed.

### SPECIFIC ROLE RESPONSIBILITIES:

- To undertake effective daily cleaning and tidying of the college premises to the agreed cleaning specification of the college, following relevant industry standards as well as Health & Safety, Security and Environmental arrangements as instructed.
- To monitor and report any areas of concern, assisting in housekeeping and maintenance of the building fabric.
- To ensure that any faulty equipment is reported immediately and that any equipment is operated safely, with due attention to Health & Safety legislation.
- To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the college Appraisal Scheme.
- To work flexibly and extend the cleaning service to cater for special events such as Open Days.
- Responsible for assisting in the security of the buildings.
- As part of working in a safe environment, being aware of yourself and those around you and to follow good health and safety methods of work.
- Responsible for complying with Health & Safety Policies, such as COSHH, and procedures as instructed.
- Ability to participate in evening/weekend work as required
- Any other duties that are specific to the department
- Assistance in the preparation, support and participation of examinations and invigilation across the Group.

### CORE RESPONSIBILITIES:

- Providing sickness and absence/ holiday cover across Luminate Education Group sites.

- Deliver an exemplar, customer-focused Facilities service.
- Work collaboratively and consultatively with Safety, Health and the Environment and the Capital Projects team to ensure the service proactively supports managers and employees.
- Contribute towards service cross-functional projects and work streams.
- Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Capital Projects & Student Recruitment and Marketing.
- Contribute to internal and external networks.
- Contribute to the Wellbeing Strategy.

### GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

#### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

#### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

#### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

#### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

#### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

#### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Cleaner
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach, R = Reference

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	Q1. NVQ Level 1, 2 Certification in Cleaning skills	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Previous commercial cleaning experience	A / I
E	EK2. A good work-related knowledge of Health and Safety	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to work as part of a team	A / I

E	SC2. Ability to work independently and use initiative to report areas of concern	A / I
E	SC3. Positive attitude towards tidiness and housekeeping	I
D	SC4. Good interpersonal skills	I
D	SC5. Previous experience of using cleaning machines (or willingness to undertake training)	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I