



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Harrogate College
Core Job Role:	Cleaner
Job Title:	Cleaner
Reports to:	Cleaning Team Leader
Grade	RLW
Date of compilation:	January 2020

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.

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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

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

Person Specification

Job Title:	Cleaner
Department	Campus Facilities

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 application form. Each criteria is marked with whether it 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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. NVQ Level 1, 2 Certification in Cleaning skills	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Previous commercial cleaning experience	A / I
E	EK2. A good work-related knowledge of Health and Safety	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
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
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
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