



JOB DESCRIPTION

Post:	Cleaner
Responsible to:	Cleaning Supervisor
Salary:	Part Time £21,451 pro rata (£7,353 per annum) 15 Hours per week, 38 weeks per year.
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	Under the overall direction of the Cleaning Supervisor to undertake cleaning of the Penwith College site.
Specific Duties:	<p>Using appropriate powered and other equipment, daily clean the College premises to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming, polishing of all areas of the College (including topping up of toilet requisites and cleaning of all sanitary ware). To undertake cleaning duties within College premises as required.</p> <p>Report any Health and Safety issues, fused bulbs, damages to property or other faults to the Cleaning Supervisor.</p> <p>Participate in major cleaning activities which may include activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, blinds, upholstery, etc.</p> <p>Assist with moving furniture and any other related tasks as required by the Cleaning Supervisor.</p> <p>Secure internal doors and windows as instructed by the Cleaning Supervisor.</p>

General Requirements: As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

CLEANER

Attributes	Essential	Desirable
Skills/Attributes	<ul style="list-style-type: none"> • good team player • self-motivation and use of own initiative • attention to detail • flexible and adaptable 	
Experience	<ul style="list-style-type: none"> • relevant work experience in a cleaning role 	<ul style="list-style-type: none"> • familiar with powered cleaning equipment • experience of working in the education sector (or an office environment)
Education & Training		<ul style="list-style-type: none"> • knowledge of relevant Health and Safety procedures
Additional factors	<ul style="list-style-type: none"> • able to lift and manoeuvre cleaning equipment • ability to change working pattern across academic year 	

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

HOURS REQUIRED:

Mon – Fri 4.00pm – 7.00pm During Term Time

Mon – Fri 08:00 – 11:00 During College holidays