



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job Title	Cleaning Operative
Responsible to	Cleaning Supervisor/Cleaning Manager
Department	Domestic Services
Function/Location	Buildings and facilities across the College campus as directed by the Cleaning Supervisor/Cleaning Manager.
Purpose of job and primary objectives	To execute cleaning duties in order to maintain a clean and safe working environment for users of the College's sites. Working independently or in a team cleaning designated areas, e.g. offices, toilet areas, laboratories, classrooms, corridors, bathrooms, stairways, boarding houses, bedrooms, kitchens and private sides of the boarding houses.
Duties	<ul style="list-style-type: none"> • Cleaning walls, floors, furniture and fittings by use of manual and electrically powered tools and equipment. Activities include dusting, sweeping, mopping and vacuuming in accordance with work schedule. • Emptying all litter containers and delivery of rubbish to the main refuse area. • Reporting all defects of equipment, furniture and fittings, including electrical and gas appliances. • Ensuring that areas are properly secured after cleaning work is completed and that any breaches of security are reported. • Collection of cleaning materials from stores as required. • Maintain safe and hygienic working practices with due regard for self and others. • Occasional assistance with laundry. • Undertaking deep cleaning periodically.

	<ul style="list-style-type: none"> • Assisting with summer school preparation and change-overs in a timely manner. • Making beds in the Boarding houses when required. • Cleaning activities may include cleaning bodily fluids and human waste. Appropriate training and equipment will be provided. • Once experienced in the role, monitoring new starters and showing them the agreed method of undertaking tasks. <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> • Maintain and up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff. <p>Professional Development</p> <ul style="list-style-type: none"> • Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	
Supervisory and managerial responsibilities	None.	
Special working conditions	None.	

Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Key Qualifications	<u>Desirable:</u> <ul style="list-style-type: none"> • <u>Educated to a secondary school level.</u> 	
Knowledge required	<u>Desirable:</u> <ul style="list-style-type: none"> • Working in an educational setting. • Previous cleaning experience. 	
Skills required	<u>Essential:</u> <ul style="list-style-type: none"> • Reasonable level of fitness. • Ability to work alone and as part of a team. • Able to manage time effectively. 	
Attitude and Personality	<ul style="list-style-type: none"> • Smart and professional at all times. • Able to maintain good relationships with staff, pupils and visitors. 	
Special working conditions	<ul style="list-style-type: none"> • None. 	

This job description is a brief and concise description of the above job.

Date:

Prepared by: Hywel Jenkins, Cleaning Manager.

Approved by:

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date