



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Cleaning Assistant
<b>PAY/GRADE</b>	Point 12, £21,028 per annum (actual £8,524 pa)
<b>HOURS</b>	15 per week (3 hours per day Monday to Friday) all year round
<b>REPORTS TO</b>	Cleaning and Hygiene Supervisor
<b>LOCATION</b>	Estates/Facilities & Environment Department, Stamford College
<b>JOB PURPOSE</b>	
<p>To carry out cleaning duties as required by the College, with the primary focus on keeping clean the main public areas of the College including on a daily basis, the thorough cleaning and sanitisation of toilets and wash rooms to minimise risk of infections and germs.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Carry out cleaning duties using agreed methods and to the quality standards required by the College.</li> <li>• Clean areas as directed by the Cleaning &amp; Hygiene Supervisor.</li> <li>• Regular deep cleaning of the toilets and wash rooms are to be completed to a high standard on a rota basis.</li> <li>• To be on call to deal with spillages within the College.</li> <li>• Carry out periodic toilet checks throughout the day as and when required.</li> <li>• Take responsibility for cleaning duties allocated and ensure high standards are maintained.</li> <li>• Ensure the necessary additional cleaning is undertaken for VIP visits and events.</li> <li>• Maintain and contribute to the continued improvement of cleaning and hygiene service standards in all areas of the College.</li> <li>• Ensure that procedures for using chemical products are complied with.</li> <li>• Maintain good relationships with staff, students and the public have a flexible approach</li> </ul>	
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>• Engender a strong team ethos, which promotes a positive, can-do attitude across the department.</li> <li>• Maintain excellent standards of customer care and provide a flexible and responsive service to all users.</li> <li>• Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.</li> <li>• A commitment to the provision of a high quality, student-centred service.</li> <li>• Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.</li> <li>• Participate in and make an appropriate contribution to the College's planning and review processes.</li> <li>• Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).</li> </ul>	



- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

### TERMS AND CONDITIONS

<b>Contract</b>	Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year, (pro rata for part time) plus bank holidays and discretionary days
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours for term time are 4.30 pm – 7.30 pm Monday to Friday. Working hours for non-term time are 10.00 am – 1.00 pm Monday to Friday.

### APPLICATION PROCESS

Applicants should submit an application form detailing how they meet the essential criteria in the Person Specification, to [hr@ieg.ac.uk](mailto:hr@ieg.ac.uk)

<b>Closing Date</b>	
<b>Interview Date</b>	

PERSON SPECIFICATION						
Job role: Cleaning Assistant						
Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications)		D	✓			
First Aid Qualification (or willing to work towards)		D	✓			
Health & Safety Qualification (or willing to work towards)		D	✓			
Customer Services NVQ Level 2 (or willing to work towards)		D	✓			
<b>EXPERIENCE</b>						
Commercial cleaning practice	E		✓	✓		
Working with a wide range of people		D	✓	✓		
Using a variety of industrial cleaning machinery		D	✓	✓		
<b>KNOWLEDGE</b>						
Knowledge of working safely with chemicals	E			✓	✓	
Working safely with cleaning machinery	E		✓	✓	✓	
Practical knowledge of germ control	E		✓	✓	✓	
<b>KEY SKILLS</b>						
Ability to communicate effectively	E		✓	✓		
Good customer care	E			✓		
Good time management	E			✓		
Ability to follow instructions	E			✓		
Ability to work well as part of a team and independently	E			✓		
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		✓
Professional appearance and behavior at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References