

Job advert

May 2019

Cleaning Operative (Academic)

Salary

£15,809.00 - £18,180.00 GBP Pro-Rata (depending on skills and experience)

INTO University of Exeter has an immediate vacancy for a Cleaning Operative within its Cleaning Team at the INTO Building. This is a permanent, part-time position of 16.25 hours per week. Normal work hours are between the hours of 6am to 9.30am Monday to Friday. At times of greater business needs these times may vary slightly so some degree of flexibility would be required.

Requirements

The role would be suitable for candidates who have solid cleaning experience and knowledge of COSHH and Health & Safety. Candidates must have the flexibility to cover for colleagues who are off sick or on holiday.

The successful candidate would also have the right to work within the UK.

Application Process

If you feel you have the necessary skills, experience and interest for this post, please use the following link and complete our application form,

or

Ask the HR Team for an application form.

Please Return your form to:

Into-recruitment@exeter.ac.uk

or

The Human Resources Dept, INTO University Of Exeter, The INTO Building, Stocker Road, Exeter EX4 4PY or into-hr@exeter.ac.uk

Closing date: 12 Noon, Monday 20th May 2019

Starting date: ASAP

Job Description

May 2019

Cleaning Operative (Academic)

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders.

Reporting line

The Cleaning Operative (Academic) will report to the Cleaning Supervisor.

Job purpose

To undertake domestic cleaning and portage services in relation to academic and support areas. Providing an excellent service to our students, staff and visitors at all times to encourage continual business. Help to promote and continually improve the service and standards with the rest of the Facilities team.

Key accountabilities

- Clean classrooms, corridors, foyers, office areas and toilets etc, to pre-determined standards and for the efficient and economic use of cleaning materials as directed by the Cleaning Supervisor.
- Carry out deep cleaning as directed by the Cleaning Supervisor.
- Wear the Uniform and PPE issued to you at all times whilst on duty.
- Attend all mandatory training courses along with those identified by the Cleaning Supervisor as necessary to carry out your job to the best of your ability.
- Ensure that cleaning equipment is used in the correct manner according to its functions and that equipment is maintained in a safe condition by reporting defects to the Cleaning Supervisor as soon as possible.
- Assist in the general safety/security of the building by reporting immediately to the person in charge any equipment that has malfunctioned eg electric light bulbs that have failed in corridors / stairways, any slippery floors or stairs or the failure of locks on doors, that are encountered during cleaning operations.
- Take responsibility for the required keys for your work area, and returning at the end of each working shift to key cupboard.
- Inspect all areas under your control and make sure that standards have been met. Record any faults or damages to the Cleaning Supervisor or Maintenance team.
- Work with other Cleaning Operatives to return class rooms to correct lay out as indicated on data sheet in each room
- Assist with portage duties as required and as directed by Cleaning Supervisor. (E.G. Moving desks, distributing boxes of copy paper, etc.)
- Be fully aware of and comply with Centre security, fire regulations and all other aspects of health and safety.

**Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request;
We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Location

INTO University of Exeter LLP.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for person specification...