

Job advertisement

Cleaner

(Full Time, 37.5 hours per week)

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. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

INTO UEA, based on the University of East Anglia Campus, are now recruiting for an enthusiastic new member of our facilities team to assist with the day-to-day cleaning operation in the centre.

Requirements

We require a hardworking and reliable Cleaner to work full time, 37.5 hours per week, Monday to Friday.

The position will be responsible for cleaning student accommodation, office/classroom areas, corridors, foyers and toilets etc. to pre-determined standards.

The successful applicants will be enthusiastic, friendly and be able to demonstrate excellent customer service. You will be required to work well as part of a team and have a flexible attitude to work.

The role would be suitable for candidates who have previous cleaning experience and ideally knowledge of COSHH and Health & Safety.

Salary

£9 per hour.

If you feel you have the necessary skills, experience and interest for this post, please download an application form from our website <http://into-corporate.com/jobs> and return to: intouea.recruitment@intoglobal.com

For further details, a full job description and our Candidate Privacy notice please see <http://www.into-corporate.com/jobs>

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The closing date for all applications is Sunday 16th June 2019.

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.

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.into.uk.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.

Job description

Cleaning Operative

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 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 will report to the Cleaning Supervisor.

Job purpose

To undertake domestic cleaning services in relation to academic and support areas. The role will also provide an excellent service to our students, staff and visitors at all times, that will encourage continual business. It will also help to promote and continually improve the service and standards with the rest of the facilities team.

Key accountabilities and duties

- To clean communal kitchen areas, corridors, foyers, bedrooms and toilets etc. and occasionally office areas, to pre-determined standards and to use cleaning materials efficiently and economically as directed by the Cleaning Supervisor.
- To carry out deep cleaning as directed by your line manager.
- Wear the uniform issued to you at all times whilst on duty.
- Attend all mandatory training courses along with those identified by your line manager 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, 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.
- To collect and return the necessary keys for your work area at the start and end of your shift and be responsible for them during.
- Inspect all areas under your control and make sure that standards have been met. Record any faults or damages and make arrangements for repairs to be carried out.
- Maintain all cleaning, health and Safety documents as required and work within the Health & Safety at Work Act at all times.
- Maintain and develop company standards.

- 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 East Anglia

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See next page for person specification...

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • Eligibility to work in the UK. 	BICs trained Full driving licence
Knowledge/ Skills	<ul style="list-style-type: none"> • Knowledge of COSHH and Health & Safety. • Excellent oral, listening and written communication skills. • Team working skills. • Good written and spoken English. • Good attention to detail. • Ability to cope with a crisis and make decisions. • High level of organisational skills • Ability to remain calm in pressured situations. • Good time management skills. • Discreet and respectful of confidentiality. • Flexibility and willingness to work unsocial hours. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	