

LIPA LEARNING

Job Description

Job Title	Cleaner
Salary Scale	Fixed Point 6 on the LIPA SCP Pay Scale
Responsible To	Cleaning Manager and Supervisor
Responsible For	No Subordinate Staff
Number in Post	3
Date Drafted	September 2022

Job Purpose

To provide an efficient cleaning service for the benefit of staff and students.

Major Tasks

1. To clean the area allocated, in accordance with the work schedules provided.
2. To ensure that the work is carried out safely, complying with all instructions given, and in accordance with Health and Safety Regulations and COSHH.
3. To ensure personal safety, safety of other colleagues and all other LIPA users, whilst carrying out duties. This includes the wearing of appropriate protective clothing and footwear, and the correct use of signs.
4. To ensure the safe keeping of keys where necessary, and the belongings of those people in whose areas you clean.
5. To ensure that instructions on chemicals in use are followed exactly.
6. To ensure that all equipment is used in the correct manner for the appropriate task and is stored safely and cleaned regularly.
7. To report any maintenance or Health and Safety problems to the Head of Estates.
8. To cultivate and maintain good working relationships with both fellow workers and other users of LIPA.

Common duties

1. Works flexibly including contributing to Institute work projects of a general nature and providing cover for other staff.
2. Participates in staff appraisals and training programmes as required.
3. Carries out duties at all times with due regard to Equal Opportunities, Health and Safety and other Institute policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

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Person Specification – Cleaner

		To be identified by:
Education and Qualifications:		
No formal qualifications are required.		
Experience / Knowledge:		
Experience of cleaning work or similar.	Desirable	Application Form
Experience of working in schools/colleges.	Desirable	Application Form/ Interview/ References
Understanding of different cleaning materials/chemicals.	Desirable	Application Form/Interview/ References
Understanding of the principles of cleaning & hygiene.	Desirable	Application Form/ Interview
Familiarity with Health and Safety and COSHH.	Desirable	Application Form/ Interview
Skills and Ability:		
Ability to obtain DBS clearance that is satisfactory to LIPA.	Essential	Application Form/DBS Clearance
Ability to work unsupervised and on own initiative.	Essential	Interview
Organised and methodical approach to work.	Essential	Interview
Flexible approach to work.	Essential	Interview
Reliable.	Essential	Interview

Commitment:		
To Equality and Diversity Policies and Practice.	Essential	Interview
To the provision of a high level of service to the customers of the Institute.	Essential	Interview
To a client-orientated and team approach to service delivery.	Essential	Interview
Willingness to work flexibly within agreed conditions of service.	Essential	Interview