**Cleaners (7 positions available, please state on application which position you are interested in)**

**1 x 10 hour positions (mornings at Derby Road between 6.00am and 8.00am)**

**1 x 10 hour positions (Afternoons at Derby Road between 12.00pm and 2.00pm)**

**3 x 10 hour positions (evenings at Derby Road between 5.00pm and 7.00pm)]**

**1 x 10 hour positions (mornings at the Engineering Centre in Kirkby in Ashfield between 6.00am and 8.00am)**

**1 x 10 hour positions (mornings at Station Park in Kirkby in Ashfield between 6.00am and 8.00am)**

**VBSS16.120**

**1. The Appointment**

There’s never been a more exciting time to join West Nottinghamshire College Group.   West Nottinghamshire College Group has grown from a local college to an international organisation with a reputation for dynamism and success.   The college group is made up of a number of separate companies all with education and training to the very highest level at their heart.

We embrace and encourage all those who are driven to better themselves, achieve their goals and reach new heights. Outstanding resources combined with exceptional tutors and student support means that whatever your ambition, we can help you to achieve it.

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

**JOINING OUR JOURNEY**

When you join our College, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Childcare Voucher Scheme
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Staff recognition awards
* Free car parking
* On-site Butterflies Day Nursery (Derby Road)
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**ABOUT YOUR TEAM AND THE ROLE**

You will work as part of a friendly team expected to maintain a high standard of cleaning throughout the college. You will need good customer service skills to deal courteously with staff, students and visitors to the college.

Your daily role will be to provide a quality cleaning service. This involves maintaining standards of cleanliness, hygiene, litter control, tidiness as well as following health and safety, COSHH regulations and requirements.

You will need to be willing to clean floors, walls, surfaces, furniture & fittings, toilets, spillages, etc. with a concern for quality and attention to detail. The job will include working with chemicals, machinery and on occasion will be required to deal with clinical waste whilst following and maintaining Health and Safety proceedings. Other essentials for this job are reliability and the flexibility to work outside usual hours on occasion. Cleaning roles are over 50 weeks per year with 2 weeks being taken over the Christmas break.

The role will require you to embed the companies’ values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

***Previous applicants need not apply.***

**2. The Post**

1. To show attention to detail and work pro-actively to carry out tasks, whether these are allocated to you, or present themselves to you, within your reasonable judgment and discretion.
2. To maintain a high standard of quality cleaning throughout.
3. To ensure all rooms, facilities and public areas within your designated area are clean, tidy and present and maintain a high quality image to visitors and customers.
4. Excellent customer service skills to deal courteously with staff, students and visitors to the college.
5. To clean all various floor surfaces by a combination of methods, sweeping, vacuuming, buffing, mopping or operating floor cleaning machinery , whilst working in a safe effective manner.
6. To follow all COSHH Regulations and safety data instructions with the use of all chemicals and ensure the correct use and storage of chemicals.
7. To clean toilets and washrooms using the colour coded equipment to the required high standard. Ensure that supplies of toilet paper, soap, paper towels are stocked in toilets and washrooms.
8. To use powered equipment where necessary (scrubbing machines, wet pick up machines, buffers, vacuum cleaners,) to remove all ground in dirt, grease and other deposits. Reseal with a floor sealer where appropriate.
9. To clean wash and sanitise all surfaces as required.
10. To respond to reasonable requests for assistance and support from other staff and colleagues as necessary and work as a member of the wider campus team.
11. To play an active role in the fire evacuation procedure and other emergency procedures as necessary.
12. To be willing to train in First Aid if appropriate
13. To complete required documentation, cleaning logs, including time sheets, attendance records etc.

**2.2 Other Responsibilities**

a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.

b) To comply with the college’s own safeguarding policy and practices and attend training as requested.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  |  |  |
| --- | --- | --- |
| Qualifications: | Essential | Desirable |
| English to at least level 2 |  | ✓ |
| Maths to at least level 2 |  | ✓ |
| Diploma / NVQ Level 2 in Cleaning & Support Services or willing to work towards |  | ✓ |
| Experience |  |  |
| Experience of general cleaning duties in a large environment | ✓ |  |
| Experience of general front line customer care |  | ✓ |
| Skills /Knowledge |  |  |
| Well-developed cleaning skills | 🗸 |  |
| Show an understanding of COSHH | 🗸 |  |
| Interpersonal and communication skills | 🗸 |  |
| First Aid (or willing to work towards) |  | 🗸 |
| Qualities/Approach linked to college values |  |  |
| Ability to work as part of a team and independently | 🗸 |  |
| Ability to get on with and respect people of all ages | 🗸 |  |
| Flexible and adaptable approach to work | 🗸 |  |
| Well organised | 🗸 |  |
| Positive attitude | 🗸 |  |
| Good sense of humour and sense of proportion | 🗸 |  |
| The ability to remain calm in challenging situations | 🗸 |  |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ |  |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ |  |
| Demonstrate a commitment to safeguarding and promoting student welfare | ✓ |  |
| Excellent communication skills | ✓ |  |
| Flexible and professional approach | ✓ |  |
| Ability to work as part of a team to achieve common objectives | ✓ |  |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don’t work for customers. | ✓ |  |

**4. Position within the College**

The post-holder will be part of the Estates and Facilities department, and will report directly to the Housekeeping Manager and Supervisor.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services contract.
2. The salary will be one of the following dependant on age:

£7.33 per hour age 25 years +,

£7.08 per hour age 21-24 years

£5.68 per hour age 18-20 years

£4.13 per hour under 18 years

1. You will be entitled to 25 days leave (plus bank holidays) pro rata to part time hours and across the 50 week contract.
2. You will be required to work part time hours on a flexible basis.
3. The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Sunday 15th January 2016.**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

### THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check .themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**