



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Cleaner – Night Shift

45 hours per week, Term-time only working over 36 weeks per year

VBSS22.07b

1. The Appointment

In order to maintain the high standards of cleanliness and presentation of the college, we require a night-time cleaner. You will work as part of a small night shift team, expected to maintain a high standard of cleanliness throughout college.

Your role will be to provide a quality cleaning service. The role involves cleaning areas as they are presented to you ensuring the area is cleaned to a high standard and presents and maintains the college professional image.

The night shift will run from 8.30pm – 6am Monday – Friday at our main Derby Road campus. The successful person will be required to work in line with the College term dates working 45 hours per week in term time and taking annual leave when it is the College holidays.

This is a manual role and 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 in a timely manner. The job will include working with chemicals, machinery and on occasion you may be required to deal with clinical waste whilst following and maintaining Health and Safety proceedings.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

- a) To show attention to detail and work pro-actively to carry out tasks, whether these are allocated to you, or present themselves to you.
- b) To maintain a high standard of quality cleaning throughout.
- c) 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.
- d) 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.
- e) To follow all COSHH Regulations and safety data instructions with the use of all chemicals and ensure the correct use and storage of chemicals.

- f) 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.
- g) 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.
- h) To clean wash and sanitise all surfaces as required.
- i) To be willing to train in First Aid if appropriate
- j) 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.
- 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 to achieve common objectives	✓	
Ability to get on with and respect people of all ages		✓
Flexible, adaptable professional approach to work	✓	
Well organised	✓	

Positive attitude	✓	
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	✓	

4. Position within the College

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

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract.
- b) The salary will be £9.60 per hour (£18,470 per annum) with a night shift premium of £1 per hour (£1,924 per annum). The combined salary will therefore be £20,394 per annum.
- c) You will be entitled to 25 days leave (plus bank holidays) which will be directed to you and will fall in line with the College holidays.
- d) You will be required to work the equivalent of 37 hours per week, but this will be 45 hours per week over the 36 week College term time with the remaining hours being arranged with your line manager.
- e) The post holder will primarily be based at Derby Road, however you 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 Monday 23rd May 2022**.

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 £44.50.

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.