



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

Cleaner – 12.5 hours per week, Fixed-term 6 month position

Based at Station Park, Kirkby-in-Ashfield

Ref: VBSS22.13c

12.5 hours per week (working over 50 weeks per year) – working 6:00 a.m. to 8:30 a.m. Monday to Friday located at our Station Park site, Kirkby-in-Ashfield. This contract is offered on a 6 month fixed-term basis.

1. The Appointment

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. The Cleaning roles available are working over 50 weeks per year with 2 weeks being taken over the Christmas break.

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, within your reasonable judgment and discretion.
- 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) Excellent customer service skills to deal courteously with staff, students and visitors to the college.
- e) 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.

- f) To follow all COSHH Regulations and safety data instructions with the use of all chemicals and ensure the correct use and storage of chemicals.
- g) 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.
- h) 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.
- i) To clean wash and sanitise all surfaces as required.
- j) 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.
- k) To play an active role in the fire evacuation procedure and other emergency procedures as necessary.
- l) To be willing to train in First Aid if appropriate.
- m) 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 department, and will report directly to the Campus, Housekeeping and Transport Services Manager and Supervisor.

5. Terms & Conditions

- a) This post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
- b) The salary for the post will be based upon VBSS Support Band 2 which reflects the National Living Wage. For example National Living Wage for age 23+ will be £18,470 per annum for a full time worker.
- c) You will be entitled to 25 days leave (plus bank holidays) pro rata to part time hours and across the 50 week contract.
- d) You will be required to work 12.5 hours per week on a flexible basis.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) Other terms and conditions to be outlined in line with your contract of employment.

- g) 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 **5:00 p.m. on Friday 27th May 2022.**

Please apply online at 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 are all 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 from working with children and or vulnerable adults to apply for this position.