

## Candidate Information

**Position:** Cleaner (Full-time)  
**School/Department:** Directorate of Academic Services  
**Reference:** 25/112428  
**Closing Date:** Monday 3 March 2025  
**Salary:** £24,905 - £25,504 per annum pro rata  
**Anticipated Interview Date:** Friday 14 March 2025

### JOB PURPOSE:

To work as part of a flexible team, cleaning allocated internal and external areas of responsibility to the required University standard using appropriate cleaning techniques, equipment and materials for each task, following agreed training procedures and policies.

Posts will be based in Estates.

### MAJOR DUTIES:

1. Clean specified internal and external areas using appropriate cleaning techniques, materials, equipment as per recommended cleaning procedures. Use protective clothing as and when required.
2. Clean allocated area of work incorporating all cleaning tasks as per agreed work schedules per area or building. This may include in office buildings, vacuuming floors/carpet shampooing/cleaning and dusting furniture, fixtures and fittings/spring cleaning/scrubbing and polishing floor surfaces etc.
3. Clean sanitary areas and collect and replenish all toilet rolls, soap and roller towels, paper towels as required. Remove and replace all rubbish bags and leave for collection.
4. Report any equipment faults or maintenance issues in buildings or allocated areas to Supervisor.
5. Empty and clean internal and external ashtrays and waste bins. Remove and replace waste bags and leave for collection.
6. Brush and tidy external entrances and communal areas of buildings.
7. Use appropriate cleaning materials and equipment in accordance with Health and Safety Procedures, e.g. the use of 'cleaning awareness signs'. Clean equipment and consumables on a regular basis and store correctly after use.
8. Open and secure all doors after rooms are cleaned whilst ensuring the safekeeping of all keys per buildings and returning them to Supervisor/Security as required.
9. Request cleaning equipment and consumables from Supervisor for allotted area and use according to recommended procedures.
10. Report all accidents/incidents immediately they occur following the appropriate procedure.
11. May deal with individual queries in an appropriate manner to ensure good customer service.
12. Comply with procedures, including those governing Health and Safety and Customer Care.
13. Attend staff training as and when required.
14. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

### ESSENTIAL CRITERIA:

1. Recent relevant cleaning experience.
2. Experience of using cleaning chemicals in the workplace.
3. Awareness of general Health and Safety requirements.
4. Ability to understand and comply with instructions given in the medium of English.
5. Ability to communicate clearly and politely with all visitors and staff in the University.
6. Good interpersonal skills.
7. Ability to work as part of a team.
8. Understand the importance of confidentiality.
9. Flexible with working hours and assist to cover shortages/work in other buildings.

10. Must be available for early starts (6am-7am). Must wear protective uniform and clothing.

**DESIRABLE CRITERIA:**

1. At least 2 years recent relevant cleaning experience in a customer facing environment.
2. Relevant office cleaning experience, ideally within an education environment.
3. Relevant experience of laboratory cleaning.