

THE POST

College/Service: Campus Services <http://www.exeter.ac.uk/campushelp/services/>

Post: Cleaner

Reference No: R10743

Grade: A

Reporting To: Head of Facilities Management
Buildings Facilities Manager
Assistant Buildings Facilities Manager

Responsible For: No staffing responsibilities

The above full time, permanent post is available immediately.

Job Description

Main purpose of the job:

To undertake cleaning duties within various buildings.

Main duties and accountabilities:

- To be responsible to the Head of Facilities Management and directly to the Buildings Facilities Manager in charge of the building for carrying out various tasks and responsibilities.
- To carry out routine and occasional cleaning tasks in all areas of the building(s), which are the responsibility of the relevant Manager in charge to keep a clean and hygienic condition, including staff rest rooms and kitchens.
- General cleaning to include stairs, corridors and toilets.
- Carry out light portering tasks as required.
- A weekly cleaning schedule will be provided listing the normal routine you will follow. It may be necessary to vary this at the discretion of the Manager in charge due to differing uses of the building and to sickness and holiday absence.
- Wear the Uniform issued to you at all times whilst on duty.
- Attend all mandatory training courses along with those identified by your line manager/supervisor as necessary to carry out your job to the best of your ability.
- To work within the Health & Safety at work act. The postholder has a legal duty to take reasonable care for all health & safety both for themselves and others who may be affected by their actions.
- Personal appearance & hygiene – To maintain a good personal appearance and personal hygiene both to comply with health & safety regulations and maintain standards which customers will accept of the University.
- Safe working practices – To work in a safe manner using equipment safely and cleaning materials according to instructions; wearing the protective clothing that is provided and maintaining a safe environment for others to work in. To be aware of emergency procedures and fire points and equipment and report all accidents.
- Hygiene practices – To maintain appropriate hygiene practices in cleaning and associated activities.
- Effective working – To avoid waste and work methodically.
- Interpersonal skills – To give and receive information effectively, to maintain a good attitude to customers and work well as a member of the team.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Skills and Understanding	Excellent customer care skills Good communication skills Be able to participate in the lifting & moving of heavy items e.g. furniture	
Prior Experience		Previous experience in a similar role
Behavioural Characteristics	Able to work on own initiative Good team worker	

Additional Information Relating to the Post

Salary

Salary will be circa £13,203 per annum (pro rata for part time) subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 20 hours per week worked by arrangement with your line manager.

Overtime

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

Annual Leave

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the University of Exeter Retirement Benefits Scheme (ERBS) is automatic provided that you meet the qualifying criteria for membership.

The ERBS is a contracted-out scheme and the employee's contribution is 6.25% of gross salary; the University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. This scheme is a Career Average Revalued Earnings scheme, for further information please visit

<http://admin.exeter.ac.uk/personnel/pensions>. You may opt out of the scheme: if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **3rd October 2011**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at www.exeter.ac.uk/jobs . Please quote reference number **R10743** in any correspondence.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.