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**Job title:** Cleaner

**Reports to:** Cleaning Supervisor

**Department:** Estate and Facilities Management (E&FM)

**Location:** Brighton – City Campus

**Grade:** 1

**The purpose of the role:** To ensure the University’s premises are cleaned effectively and to a high standard.

**Line management responsibility:** None

**Main areas of responsibility:**

* To clean specific areas of the University’s sites to a high standard according to agreed cleaning specifications. This will include classrooms, corridors, offices, toilets, changing rooms, and any area as directed by the Cleaning Supervisor.
* As directed by the Cleaning Supervisor, to undertake specific periodic cleaning programmes.
* To ensure that all cleaning tasks/duties allocated are carried out effectively, with due regard for quality, timeliness and service standards.
* To report immediately to the Cleaning Supervisor any mechanical or electrical faults of any cleaning equipment or building defects.
* To follow the instructions for the safe and appropriate use of chemicals used in cleaning as set out by the Health and Safety Executive on the control of substances hazardous to health (COSHH), and to follow the University’s Health and Safety procedures/training in relation to manual handling and electrical safety.
* To assist in emergency or operational procedures that take precedence over cleaning, if required and, for example, to allow safe access into buildings by clearing snow, flooding, etc.
* To carry out any other reasonable duties within the overall function of the role.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge/skills, and abilities** | * Ability to follow instructions accurately to ensure cleaning is carried out effectively.
* Possess an ability to work alone or as a member of a team.
* Ability to use standard cleaning equipment and possess an understanding of the importance of following Health and Safety instructions/guidance when using cleaning equipment/products.
* Attention to detail to ensure that all cleaning duties are carried out to a high standard.
* Literacy skills to follow written instructions/guidance
* Numeracy skills to measure out cleaning products, as required.
* Ability to work under limited supervision and to use initiative as and when required.
* Flexibility to undertake ad hoc cleaning tasks as and when required.
* Interpersonal skills to interact positively with colleagues, students, staff and visitors.
* Ability to use a PC to undertake online training and to access the University’s intranet site/information.
* An understanding of and training in COSHH (Control of Substances Hazardous to Health) regulations.
 | **I****A, I****A, I****I****I****I****I****I****I****A****A** |
| **Experience** | * Previous experience of undertaking a full range of cleaning in a domestic or commercial environment.
* Previous experience of working in an environment where high standards of cleanliness, safety, security and organisation were required.

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| **Physical demands and/or other requirements** | * The role will require physical effort moving, using and lifting cleaning equipment and materials on a regular basis and according to manual handling guidelines.
 | **A, I** |

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* The role will require wearing a uniform/protective clothing.
* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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|  | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).