



BHASVIC

Required to start as soon as possible

Daytime Cleaner

We have a vacancy for a permanent full time Daytime Cleaner to join our Estates Department. The post will be permanent, working 37 hours per week, 52 weeks a year. The start and finish times will be 9.00am - 5.00pm Monday to Thursday and 9:00am - 4.30pm on Fridays.

Pay, pensions and safeguarding

The salary will be £16,000 per annum (£8.31 per hour). This salary will be based on spine point 14 within grade 2 of the support staff salary pay spine for which the starting full time salary is £16,000 per annum. This will increase annually up to £17,000 subject to satisfactory performance.

The annual holiday entitlement is 24 days per annum. This entitlement rises to 29 days after five years' service. Please note that 2 days holiday will have to be taken at Christmas because the College closes during this period however you will receive a supplementary payment, equal to 2 days' pay, in the December payroll each year.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.8% of your gross salary and the College contribution would be 17.2% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

HOW TO APPLY

For more information about the College and this role please visit our website <https://www.bhasvic.ac.uk/the-college/working-for-us>

To apply for this role please email recruitment@bhasvic.ac.uk. We will then send you the necessary application form and Equality and Diversity Monitoring form for you to complete. (CVs not accepted)

The deadline for receipt of completed application forms is **9am on Monday 19 August 2019**.

Interviews will be held on **Wednesday 21 August 2019**.

Applicants would also need to be available for 1 hour practical assessment during the interview day.

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

JOB DESCRIPTION

POST TITLE: Daytime Cleaner
RESPONSIBLE TO: Estates Manager
GRADE 2: Full time

PURPOSE OF JOB

To be responsible for keeping the college common areas clean.

Main responsibilities:

- Keep College common areas clean by vacuuming, dusting and mopping.
- Clean, check and replenish toilets.
- Regularly check and clean catering areas, main reception, hall and public areas.
- To wipe down dirty marks as seen from around the college, water dispenser and hand dryers.
- Keep the staff room clean and tidy and fill dishwasher after breaks.
- To help cleaning team with deep cleaning during holiday periods.

Additional responsibilities

- Assist the college grounds cleaner in the following ways:
 - Litter picking
 - Emptying of external bins
 - Generally keeping college grounds clean and tidy
- Assist with any deliveries
- Move furniture (i.e. chairs and tables) when requested
- Use cleaning and improving machinery when appropriate (i.e. floor polisher, scrubber)
- Any other duties deemed necessary by estates team

To undertake any other duties which may from time to time be reasonably requested

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

August 2019

PERSON SPECIFICATION

JOB TITLE: Daytime Cleaner

RESPONSIBLE TO: Estates Manager

We are looking for someone who can show evidence of the skills, experience and attributes described below

	Essential	Desirable	Method of assessment on interview day
Experience / Knowledge			
<ul style="list-style-type: none"> At least one year's experience of commercial cleaning 		✓	Application
<ul style="list-style-type: none"> Experience of using industrial cleaning equipment. 		✓	Interview
<ul style="list-style-type: none"> Practical knowledge and experience of upholding Health and Safety requirements and COSHH. 	✓		Application / Interview
<ul style="list-style-type: none"> Knowledge and experience of how to contribute to, and work effectively in, a busy and demanding team environment 	✓		Application / Interview
Skills and abilities			
<ul style="list-style-type: none"> Pro-active with a high degree of initiative and the ability to work independently with a minimum amount of supervision. 	✓		Application Interview
<ul style="list-style-type: none"> Ability to work flexibly, e.g. in relation to working times and willingness to assist the rest of the team 	✓		Application Interview
<ul style="list-style-type: none"> Helpful and friendly attitude. 	✓		Interview
<ul style="list-style-type: none"> Ability to work alone and use your own initiative 	✓		Application / Interview
<ul style="list-style-type: none"> Ability to work as part of a team and contribute to the success of that team 	✓		Application / Interview
Other			
<ul style="list-style-type: none"> Physically able to undertake the duties of the post, including lifting of furniture, walking and standing, climbing and kneeling. 	✓		Application Interview
Personal and Professional Conduct			
<ul style="list-style-type: none"> An understanding of and commitment to the values given in the: <ul style="list-style-type: none"> BHASVIC Staff Code of Conduct Child Protection Policy to Safeguard and Promote the Welfare of Students, Children and Young People Equality, Diversity and Inclusivity Policy. 	✓		Application / Interview
<ul style="list-style-type: none"> Willingness and ability to undertake training needed to fulfil the changing requirements of the post 	✓		Application / Interview