



Required to start as soon as possible

Evening Cleaners

We have vacancies for three part time Evening Cleaners to join our Estates Department. The posts will be permanent, working 20.0 hours per week, 52 weeks a year. The start and finish times will be 4.00pm-8.00pm Monday to Friday.

Pay, pensions and safeguarding

The salary will be £8,378 per annum (£8.06 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 £15,500 per annum. This will increase annually up to £9,054 (based on a full time salary of £16,750 per annum), 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 5.5% of your gross salary and the College contribution would be 18.5% 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 **9:00am on Thursday 30 August 2018.**

Interviews will be held on **Thursday 6 September 2018.**

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: Evening Cleaner

RESPONSIBLE TO: Evening Caretaker (Cleaning Coordinator)

MAIN RESPONSIBILITIES:

- Clean a defined area of the College as required including: cleaning, sweeping, mopping, dusting, polishing, washing walls (tiles), emptying bins and maintaining toilets.
- Note and report any potential safety or maintenance issues, as soon as possible.
- Display high standards of customer care at all times providing a helpful and friendly service.

SPECIFIC DUTIES:

1. To carry out evening cleaning duties, to include:

- Cleaning, dusting, polishing and emptying bins of designated areas.
- Vacuuming/sweeping and mopping floor (including the removal of chewing gum).
- Cleaning toilets and checking and restocking toilet consumables as directed.
- Using electrical and mechanical equipment, when necessary and after appropriate training.

2. Teamwork:

- Work closely with other members of the cleaning team to ensure premises and grounds are maintained to a high standard.
- To work with your team to cover over areas during times of sickness or holiday with the guidance of the Cleaning Coordinator.

3. Other:

- To assist as needed in setting up rooms for College functions.
- To deep clean area during holiday and quiet periods with the guidance of Cleaning Coordinator.
- To be responsible for the care of all cleaning equipment and materials assigned to them.
- To help with maintaining the security of the College during the evening, by ensuring that all rooms are secure at the end of the working day.
- To carry out all duties in accordance with the COSHH Regulations, College Health and Safety Policy.

4. Training, development and responsibilities:

- Participate in a programme of personal staff development and College appraisal system, appropriate to both individual and College needs.
- Attending to work looking clean, smart and wearing the uniform and any protective clothing provided.

To undertake other duties as reasonably requested by the Principal.

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.

PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Experience / Knowledge			
1. At least one year's experience of commercial cleaning		✓	Application
2. Experience of using industrial cleaning equipment.		✓	Interview
3. Practical knowledge and experience of upholding Health and Safety requirements and COSHH.	✓		Application
4. Knowledge and experience of how to contribute to, and work effectively in, a busy and demanding team environment	✓		Application Interview
Skills and Abilities			
5. Pro-active with a high degree of initiative and the ability to work independently with a minimum amount of supervision.	✓		Application Interview
6. Ability to work flexibly, e.g. in relation to working times and willingness to assist the rest of the team	✓		Application Interview
7. Helpful and friendly attitude.	✓		Interview
Other			
8. Physically able to undertake the duties of the post, including lifting of furniture, walking and standing, climbing and kneeling.	✓		Application Interview
9. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy	✓		Application Interview
10. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Application Interview
11. An interest in education and empathy with young people at sixth form level		✓	Application Interview