

**UNIVERSITY OF NOTTINGHAM  
RECRUITMENT ROLE PROFILE**

**Job Title:** Cleaner

**School/Department:** Estates Office

**Job Family Level & Salary Point:** O&F Level 1-A

**Contract Status:** Permanent, part time

**Hours of Work:** 15 hours per week, mainly Monday to Friday between 6.00am and 10.00am. Flexibility will be required

**Location:** Any University Site/Premises

**Reporting to:** Senior Building Attendant/Cleaning Supervisor

**The Purpose of the Role:**

To provide a high quality cleaning service within one or more University buildings as required.

	<b>Main Responsibilities</b>	<b>% of time</b>
1.	To provide a high quality cleaning service within a designated area of work to the required standards maximising the student experience. Initial daily checks of cleaning equipment in readiness for use. Carrying out a variety of tasks related to heavy lifting and working outside in adverse conditions where required. To lock and unlock rooms/buildings as required to maintain a safe and secure environment for all users including arming and unarming intruder alarms ensuring any keys issued are kept securely.	75%
2.	To be fully conversant with all chemicals, equipment and safe systems relevant to area of work	10%
3.	Report maintenance requirements within area of responsibility	5%
4.	Adhere to health and safety and COSHH regulations, University and relevant external, policies, procedures, standards and codes of practice	5%
5.	Undertake and utilise training and development required for the role to enhance knowledge, skills and improve service delivery	5%
6.	Any other duties appropriate to the grade and role of the appointed person	

## Knowledge, Skills, Qualifications and Experience

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• Good level of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning industry qualification, i.e. BICSc, NVQ</li> </ul>
<b>Knowledge/Skills/ Training</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of health and safety and COSHH regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of a range of equipment and cleaning techniques within a similar environment that includes some heavy lifting</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Actively seeks to develop self</li> <li>• Adaptable</li> <li>• Concentrates attention and activity on customer</li> <li>• Effective communicator</li> <li>• Attention to detail</li> <li>• Seeks explanations and solution</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working independently and as part of a team</li> </ul>