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| UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Cleaner

**School/Department:** Estates

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

**Contract Status:** Permanent

**Hours of Work:** 15 hours per week, mainly Monday to Friday between 8.00am and 12.00 noon. Flexibility will be required

**Location:** Sutton Bonington Campus (near Loughborough)

**Reporting to:** Building Attendant

**The Purpose of the Role:** To provide a high quality cleaning service within one or more University buildings as required

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|  | **Main Responsibilities** | **% of time** |
| 1. | To provide a high quality cleaning service within a designated area of work, as directed and to the required standards | 40% |
| 2. | Responsible for the high & low level cleaning of all surfaces and care of all areas of work and work equipment, and the reporting of maintenance requirements within area of responsibility | 40% |
| 3. | To be fully conversant with all chemicals and equipment and systems relevant to area of work | 10% |
| 4. | To adhere to Health & Safety Regulations, University, Hospitality and relevant external, policies, standards, procedures and codes of practice | 5% |
| 5. | Undertake and utilise training and development required for the post, to enhance working skills and knowledge and improve service delivery | 5% |
| 6. | Any other duties appropriate to the grade and role of the appointed person |  |

**Knowledge, Skills, Qualifications and Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | Good level of numeracy and literacy | Cleaning industry qualification, i.e. BICS, NVQ |
| **Knowledge/Skills/ Training** |  | Knowledge of Health and Safety and COSHH regulations |
| **Experience** | Experience and knowledge of a range of equipment and cleaning techniques gained within a similar environment |  |
| **Other** | Actively seeks to develop self  Adaptable  Attention to detail  Concentrates attention and activity on customer  Effective communicator  Seeks explanations and solutions | Ability to work independently and as part of a team |