

**Message from the Director of Estates and Facilities Management**

*Dear Colleague,*

Loughborough University is a fantastic place to work and study. There is a real pride in the University that touches everyone associated with it. We want to attract and retain the best people to work in our Maintenance and Engineering team at Loughborough University and believe that we offer an attractive total reward package that includes: generous index linked pension, generous holiday allowance, access to sporting facilities and gym membership at staff rates and many other benefits. We hope that you will apply and look forward to meeting you

Throughout our history we have built upon our distinctive characteristics and enhanced our strengths. Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident at Loughborough today.

Our campus in the heart of Leicestershire – one of the largest in the UK, spanning 440 acres – provides a supportive and enriching environment with first-rate facilities for both staff and students. Loughborough is the largest single site University campus in the UK at 440 acres; it is located close to a market town and is only minutes away from the motorway network. The Estate is in a sylvan setting, with a huge variety of academic, residential, commercial and sports facilities and is 362,000 sq. m in total. There are 154 buildings as well as a further 85 acres that is currently agricultural land adjoining campus that has planning permission for the further development of the Loughborough University Science and Enterprise Park (LUSEP) and is part of an Enterprise Zone. Our Facilities have been voted the best in the UK for the last five years in the Time Higher Student Satisfaction survey and voted the best in the WhatUni 2018 and 2019 awards.

*Graham Howard*

## Job Title: Cleaner

Job Ref: REQ221221

General Details	
Job Title:	Cleaner
Professional Service:	Domestic Services
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	Part Time – Various hours available
Grade/Salary	Operational Services Grade 1 - £9.82 per hour
Holiday	34 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme with an employer's contribution of 21%
Starting date:	Asap

Job Purpose
To undertake all domestic cleaning services in relation to academic and support buildings.

Management & Supervision	
Reporting to:	Furniture and Domestic Services Manager and Cleaning Supervisor

Responsibilities
<p><b>Job Duties</b></p> <ul style="list-style-type: none"><li>• Clean office areas, corridors, foyers, toilets, and other areas indicated by the Cleaning Supervisor in charge of the building</li><li>• Implement cleaning procedures as laid down by the Furniture &amp; Domestic Services Manager for the cleaning of specific areas, eg. foyers, toilets, offices, etc, and for the efficient and economic use of cleaning materials.</li><li>• Ensure that cleaning equipment is used in the correct manner according to its functions and that equipment is maintained in a safe condition by the reporting of defects to the Cleaning Supervisor, as soon as possible</li><li>• Assist in the general safety and security of buildings by reporting immediately to the Cleaning Supervisor with any hazards, issues or defects encountered during cleaning operations. For example, failed electric light bulbs, slippery floors/stairs, broken locks on doors, etc.</li><li>• In order to execute duties, will be required to collect the necessary keys for work areas from the Cleaning Supervisor and ensure they are then returned at the end of the shift</li><li>• Required to work in any part of the campus at the discretion of the Furniture &amp; Domestic Services Manager</li><li>• Carry out such other related duties as may be required from time to time by the Cleaning Supervisor in connection with the Maintenance team.</li></ul>

**Training**

- As part of the University's commitment to training, will be required to undertake mandatory training, i.e. Manual handling and Diversity in the workplace. In order to assist performance, will also be required to undertake periodic domestic training to complete your tasks to an exceptional standard.

**Health & Safety**

- Understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the department to enable you to discharge your duties and responsibilities safely.

**Points to Note**

Flexibility in start/finish times may be required depending on the needs of the business. Employment is on a 5 over 7 basis and will therefore occasionally include working at weekends as and when required.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## Professional Development

Loughborough University supports the professional development of colleagues and encourages continuous professional development to ensure professional skills and knowledge are maintained.

## Conditions of Service

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

## Organisational Responsibility

The role holder will report directly to the Furniture & Domestic Services Manager

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria		
Area	Criteria	Stage
Skills and abilities	Ability to carry out all duties and responsibilities of this post, including the cleaning of office areas, corridors, foyers, toilets, etc.	1, 3
	Ability to work as part of a team and to collaborate with others.	1, 3
	Ability to communicate with colleagues, managers, students, and other guests as required	1, 3
Training	Ability to follow correct and safe working practices in use of equipment.	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3

Desirable Criteria		
Area	Criteria	Stage
Experience	Experience of commercial cleaning e.g. offices, hotels or similar environment	1, 3