

**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 (Deep Clean)

Job Ref: REQ230256

General Details	
Job Title:	Cleaner (Deep Clean)
Professional Service:	E & FM - Catering, Domestic & Residential Services – Domestic Services
Location	Loughborough University
Tenure:	Part Time, Open ended
Hours/FTE	20 hours per week
Grade/Salary	Operational Services Grade 1 - £10.34 per hour
Holiday	34 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme
Starting date:	As soon as possible

Job Purpose
To provide efficient and economic deep cleaning of Sports and University buildings ensuring a high level of cleanliness is maintained.

Management & Supervision	
Reporting to:	Furniture and Domestic Services Manager

Responsibilities
<p><b>Job Duties</b></p> <ul style="list-style-type: none"><li>• Deep clean seminar rooms, corridors, foyers, stairs, changing rooms, toilets, sports hall reception areas and floors, and any other area as indicated by management.</li><li>• Implement the cleaning procedures and laid down schedule for the cleaning of specific areas, e.g. foyers, toilets, changing rooms and sports areas etc. and ensure the efficient and economic use of cleaning materials.</li><li>• Ensure that cleaning equipment is used in the correct manner according to its function and maintained in a safe condition by reporting defects to management without delay.</li><li>• Assist in the general safety/security of buildings by reporting any faults or defects immediately to management (i.e. electrical light bulbs that have failed in corridors and stairways, any slippery floors or doors that have not been locked).</li><li>• Collect the necessary keys, required to carry out the cleaning duties and return them at the end of the shift.</li></ul> <p><b>Training</b></p> <ul style="list-style-type: none"><li>• 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,</li></ul>

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**

A full driving licence is required.

Work will be programmed so that there are specific buildings and areas to clean during the shift (details will be included in the cleaning schedule). However, this may be changed, at the discretion of management, if you are required to work in another part of the University.

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 include working at weekends as and when required.

Due to business needs it may be necessary to work on Bank Holidays or University Closure Days 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 and 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
Experience	Previous experience of carrying out a wide range of cleaning duties	1, 3
	Experience of working on own and as part of a team	1, 3
Skills and abilities	Enthusiasm and willingness to learn	1, 3
	Outgoing and friendly personality	1, 3
	Flexible approach to work	1, 3
Training	Demonstrate evidence of having undertaken further training	1, 3
Qualifications	Basic literacy and numeracy	1, 3
Other	Full Driving License	1, 3
	Observe the University's Equal Opportunities policy at all times	1, 3

Desirable Criteria		
Area	Criteria	Stage
Experience	Experience of working in a large sports complex	1, 3
Other	Knowledge of Health & Safety Procedures/COSHH regulations	1, 3