

**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: External Cleaning Assistant

Job Ref: REQ260153

General Details	
Job Title:	External Cleaning Assistant
Professional Service:	Residential – Catering, Domestic & Residential Services
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	Part time - 25 hours per week
Grade/Salary	Operational Services Grade 1 - £12.60 per hour
Holiday	36 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 24.8%
Starting date:	January 2026

Job Purpose
Carry out the daily cleaning and upkeep of external residential areas, enhancing the experience for both students and conference guests.

Management & Supervision	
Reporting to:	Hall Manager, Assistant Hall Manager

Responsibilities
<p><b>Waste Collection and Disposal</b></p> <ul style="list-style-type: none"> <li>• Keep external residential areas clean and tidy on a daily basis</li> <li>• Litter picking and sweeping of entrances and pathways on a daily basis</li> <li>• Routine deep cleaning of hard areas</li> <li>• Reactive cleaning as required (signage, entrances, windows, bin areas, graffiti removal, etc).</li> <li>• Carry out the daily removal of bagged general waste and recycling bags to central bin areas and/or compactors. This will at times involve driving a University vehicle to transport these items and use of a compactor</li> <li>• Assist in the summer clear out of accommodation when students vacate, assisting with some internal cleaning and movement of furniture</li> <li>• Take pride in the campus and play an active role in reporting maintenance faults or other issues to the Hall Management</li> </ul> <p><b>Health Safety &amp; Hygiene</b></p> <ul style="list-style-type: none"> <li>• Follow correct working practices in use of equipment and materials and adopt safe working practices to safeguard the safety of others as well as oneself</li> <li>• COSHH regulations should be followed</li> <li>• Maintain a high degree of security at all times, will be a key holder whilst working and be expected to follow correct access procedures to buildings and not infringe any data protection regulations</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Attend customer service training course</li> </ul>

- Attend training session for use of University vehicles
- Attend training session for use of compactor
- Attend any relevant training courses, continue own personal development

**Points to Note**

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 Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging & Inclusion 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 Hall 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 litter picking, sweeping, power washing (please note this list is not exhaustive)	3
	Ability to work as part of a team and to collaborate with others	3
	Ability to communicate with colleagues, managers, students, and other guests as required.	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	To hold a full UK driving licence *	3
	Commitment to observing the University's Equity, Diversity & Inclusion policy at all times	3

*\*To meet the requirements set by the University Insurers all employees who are required to drive as part of their job role must be aged 21 or over. Drivers of the age of 18 – 20 may be employed but will be required to undergo a driving training/competence programme*

Desirable Criteria		
Area	Criteria	Stage
Experience	Experience of commercial cleaning external areas	1, 3
Qualifications	Customer service qualification	1, 3