

External Cleaning Assistant

Job Ref: REQ260271

School/Department summary:

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

Job Description

Job Family and Grade: Operational Services Grade One

Job Purpose

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

Job Duties

Waste Collection and Disposal

- Keep external residential areas clean and tidy on a daily basis
- Litter picking and sweeping of entrances and pathways on a daily basis
- Routine deep cleaning of hard areas
- Reactive cleaning as required (signage, entrances, windows, bin areas, graffiti removal, etc).
- 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
- Assist in the summer clear out of accommodation when students vacate, assisting with some internal cleaning and movement of furniture
- Take pride in the campus and play an active role in reporting maintenance faults or other issues to the Hall Management

Health Safety & Hygiene

- 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
- COSHH regulations should be followed
- 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

Training

- Attend customer service training course
- 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

A full UK manual driving licence is essential

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 outlined in the document.

Organisational Responsibility

Reports to the: Hall Manager, Assistant Hall Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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 manual UK driving licence *	1, 3
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

**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

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.

- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.