



**Job Title:** Cleaner  
**Grade:** 01  
**Salary:** £17,899 PA Pro Rata  
**Department:** Campus Services – Estates & Digital Services  
**Hours/Contract:** Various 14.25/ 15/ 16 & 35 hrs – Permanent  
**Job Family:** Community & Operations  
**Reference:** 4685

**Role Purpose**

You will provide a safe, clean and hygienic environment for all users of the University

**Resources Managed**

You will ensure equipment is safely and securely stored to prevent misuse or theft.

Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> <li>General cleaning duties of toilets, offices, seminar rooms, lecture theatres, laboratories, stairs and corridors etc. throughout University premises.</li> </ul>	30
<ul style="list-style-type: none"> <li>Liase with customers on a daily basis.</li> </ul>	10
<ul style="list-style-type: none"> <li>Involvement in quality process – implementing recommended routines and attending meetings/training to improve standards.</li> </ul>	5
<ul style="list-style-type: none"> <li>Security – ensuring appropriate levels of security are maintained (for examples ensuring offices are securely locked, keys are securely stored).</li> </ul>	5
<ul style="list-style-type: none"> <li>Use of power equipment e.g vacuums, carpet cleaning machines, rotor/multi washers and buffing machines etc.</li> </ul>	10
<ul style="list-style-type: none"> <li>The safe removal of refuse, in accordance with procedures relating to correct waste route, including recycling.</li> </ul>	10
<ul style="list-style-type: none"> <li>To cover other cleaners for sickness and holidays.</li> </ul>	5
<ul style="list-style-type: none"> <li>Ensure all duties are carried out with due regard to University or departmental policies such as H&amp;S Risk/COSHH assessments, Harassment, Race Equality, Data Protection and respecting confidentiality.</li> </ul>	10
<ul style="list-style-type: none"> <li>To present a positive image of the University and the Division of Estates and Campus Services to all customers. Reporting faults or concerns to the line manager as necessary.</li> </ul>	5
<ul style="list-style-type: none"> <li>Complying with relevant risk assessments or other health and safety documentation for role.</li> </ul>	5
<ul style="list-style-type: none"> <li>Any other duties, in relation to cleaning issues, which may be assigned from time to time.</li> </ul>	5
Internal and External Relationships	
<ul style="list-style-type: none"> <li>You will liaise with internal customers within their area and also the general public and students to assist when asked for directions or other assistance.</li> </ul>	
<ul style="list-style-type: none"> <li>You will also liaise with the Estates and Campus Services management regarding performance of duties, outcome of cleaning audits, special events etc.</li> </ul>	





**Planning and Organising**

- You will plan daily/weekly tasks to ensure all tasks are performed correctly.

**Qualifications, Knowledge and Experience**

**Essential**

- Previous experience of and ability to work in a team\*
- Previous experience of working in a customer focused environment\*

**Desirable**

- Previous experience in a similar role may be an advantage.
- British Institute of Cleaning Science Level 1 COPC.
- Manual handling training undertaken.

**Skills, Abilities and Competencies**

**Essential**

- Effective oral and written skills in order to communicate efficiently with all levels of staff and students\*
- Ability to, and demonstrative experience of, using your own initiative.
- Ability to manual handle within reasonable limits.
- Flexible attitude to work – willing to help out in areas and/or buildings other than your own.
- Ability to remain customer focused.
- Willingness to clean toilets, offices and teaching areas as well as empty waste/recycle bins.
- Ability to follow instructions – both written and oral.
- Ability to commit to 7am starts 5 days per week.

**Desirable**

- Flexibility with schedule

***\*Criteria to be used in shortlisting candidates for interview***

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**NHS Research Governance Requirements (DELETE IF NOT REQUIRED)**

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by





NHS indemnity arrangements and the appointee must comply with all such arrangements, including occupational health clearance.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

