



**Job Title:** Cleaner  
**Grade:** 1  
**Salary:** £21,484 per annum, pro rata for part time employment  
**Department:** Residential Facilities, Estates & Campus Services  
**Hours/Contract:** 3 x 25 hours/week, Part Time Permanent Contract  
**Job Family:** Community & Operations  
**Reference:** 9665

## Role Purpose

As part of our Campus Services team, you will play a vital role in supporting the day-to-day operations of our Estates & Campus Services Division by providing an efficient and effective cleaning service to University properties.

As a customer facing role, the Cleaner directly contributes to ensuring the experience and overall impression of the University by students, staff and visitors is one of excellence by providing a safe, clean and hygienic environment for residential and University buildings.

| Main Duties and Responsibilities                                                                                                                                                                                                                                                                                     | % Time |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <ul style="list-style-type: none"> <li>To undertake general cleaning tasks as necessary, including, but not limited to: normal cleaning duties such as toilets, bedrooms, kitchens entrance cleaning, deep cleaning tasks such as carpet cleaning, wall/window cleaning and the use of powered equipment.</li> </ul> | 50     |
| <ul style="list-style-type: none"> <li>Reporting repairs and maintenance tasks which may require further skills and action through to the relevant contact or system.</li> </ul>                                                                                                                                     | 15     |
| <ul style="list-style-type: none"> <li>Support events such as Open Days, exams, degree congregations, arrivals and out of hours events by offering practical help and or advice. Welcome visitors to the University, present a positive image, and be approachable to all staff, students and visitors.</li> </ul>   | 15     |
| <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 complete basic day to day tasks using University systems including online training, team communication access.</li> </ul>                                                                                                                                                  | 10     |
| Internal and External Relationships                                                                                                                                                                                                                                                                                  |        |
| Daily contact with Team Leaders.                                                                                                                                                                                                                                                                                     |        |





Contact with staff, students and guests whilst performing duties, responding to requests and resolving simple problems.

## Planning and Organising

Work is planned by Line Manager to defined schedules.

## Qualifications, Knowledge and Experience

### Essential

- Can demonstrate by previous experience the ability to work as part of a team to deliver a service whilst being able to work independently of others\*
- Previous experience of working in a customer focused environment\*

### Desirable

- Experience in a similar role.
- Relevant facilities management and/or health and safety qualifications.

## Skills, Abilities and Competencies

### Essential

- Basic computer/mobile phone/other device skills.
- Basic numeracy and literacy skills (oral and written).

***\*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.

## 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

### Equity and Diversity

We believe that equity, 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 equity 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 equity, diversity and inclusion.

