

Leading Cleaner

1 JOB DESCRIPTION

Faculty / School or Division: Campus Division

Faculty/School or Division Address: Temple Quarter

Job Family:	Operational Services		
Grade:	C	Salary range:	£24,479 - £25,179 per annum pro rata
Hours of work:	17.5 per week	Contract type:	Open ended
Work pattern:	17:50 – 21:00 Monday to Friday	Vacancy Reference Number: SUPP113731	

1.1 Main Job Purpose

To work as part of the cleaning team, providing reliable operational support to the Cleaning Supervisor and contributing to the smooth delivery of the service. The role carries responsibility for undertaking a range of cleaning and associated duties to ensure that staff, students, and visitors experience a clean, safe, and hygienic environment that supports effective teaching, learning, and day-to-day activity across the campus.

1.2 Standard Responsibilities

- Manage key allocation, ensuring cleaning staff have access to required areas, and that all spaces are secured and keys returned at the end of each shift.
- Support daily staffing processes, ensuring staff report for duty, complete timesheets accurately, and that any absences or attendance issues are promptly reported.
- Prioritise and coordinate work tasks to ensure essential cleaning activities are completed at appropriate intervals.
- In the absence of the Supervisor, organise staff rotas and schedule cleaning duties within the designated area.
- Maintain accurate records for stores requisition requests submitted by cleaning staff.
- Issue and monitor cleaning supplies, ensuring stock is used appropriately and that all chemicals are handled in line with departmental procedures and health and safety requirements.
- Carry out daily and periodic cleaning tasks across University properties, following departmental standards and procedures to maintain a clean, safe, and hygienic environment.
- Monitor the quality of staff work, identifying issues and escalating concerns where necessary.
- Report structural, mechanical, or maintenance issues to the relevant University department to ensure timely resolution.

- Support the Supervisor with staff training, including manual handling, COSHH, and risk-assessment processes for new starters, and arrange refresher training when required.

1.3 Relationships

Line manager: Assistant Operations Manager

Line manager to (where appropriate): N/A

1.4 Job Hazards and Pre-employment Checks

The following duties are an intrinsic part of the role and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

- There will be regular manual handling responsibilities including the movement of waste, bins and light furniture as appropriate.
- The role includes physical tasks such as dusting, mopping, sweeping, vacuuming, floor buffing and washroom cleaning which will involve a range of movements including bending, kneeling and reaching. These activities may take place in unpleasant areas which may include bodily fluids, including vomit and blood.

2 PERSON SPECIFICATION

2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
An awareness and understanding of basic health and safety issues.	x		I
Good communication and interaction skills.	x		I
Experience working in a customer facing environment.		x	A/I
Previous supervisory experience		x	A/I
Experience in a cleaning role and a good understanding of cleanliness & hygiene.		x	A/I
Willingness to undertake cleaning in areas that are heavily soiled	x		I
A reasonable level of literacy and numeracy skills.	x		A/I
Ability to prioritise workload.	x		I

A – Application Form

I – Interview

T – Test or Scenario

O – Other e.g. presentation, focus group