The Leicestershire College
Job Description

1. Job Details

Job Title:	Facilities Cleaner
Department:	Estates
Reporting To:	Cleaning Supervisor
Hay Grade:	G2
Salary:	£10,510.80 Per Annum (based on FTE of £26,277)
Date of Job Evaluation:	December 2018
Date:	November 2026

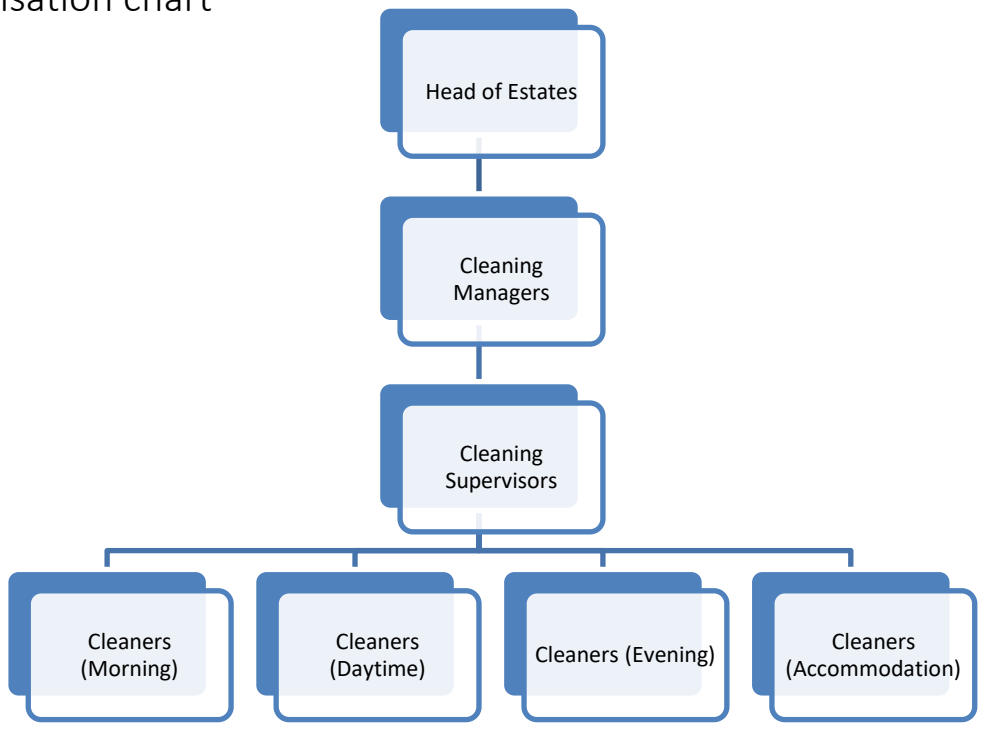
2. Job Purpose

To provide, as part of a team, a cleaning service for the College Campus to ensure that the premises are kept in a clean, hygienic, litter free and safe condition.

3. Dimensions

Not Applicable

4. Organisation chart



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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To undertake the cleaning of the College premises working in classrooms, offices, studios, corridors and stairways, bedrooms and student kitchens, sports and leisure facilities, toilets, showers, cafeterias and communal areas.
- To adopt safe working practices.
- Work in a team providing flexible service cover across all areas.
- Attend team meetings and training.
- Liaise with the Senior Cleaners to ensure that all maintenance required to equipment, fixtures and fittings is reported.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may come into contact with.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
To work efficiently and effectively to support the consistent high standards of the service.	To provide excellent customer service for staff, students and customers.
Ensure that resources are sufficient, safe and in place to support service delivery.	Timely and well-resourced service delivery.
To work flexibly in a team to deliver a cleaning service to support curriculum outcome and business success across all areas.	To ensure that a high level of customer service is provided at all times.
To participate in staff development opportunities and mandatory training.	To ensure that training is up to date so that cleaning areas are maintained to the highest standards and to be compliant with college training requirements.

8. Key Working Relationships and Communications

Internal: Providing a cleaning service for students (current and prospective) and staff.

External: Providing a cleaning service for visitors to the college, contractors and all external customers.

9. Scope for Impact

Not Applicable

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
2.	Possess NVQ Level 2 Cleaning or equivalent level training		•	Application/ Certificates
EXPERIENCE				
3.	Previous experience of cleaning in a commercial and/or domestic environment	•		Application/ Interview
4.	Previous use of cleaning machinery		•	Interview
5.	Experience of working unsupervised and using own initiative	•		Application/ Interview
6.	Demonstrate experience of ensuring that areas are kept safe and secure	•		Interview
SKILLS & KNOWLEDGE				
7.	Demonstrate good English literacy standards in order understand both written and verbal health and safety instructions	•		Application/ Interview
8.	Demonstrate an understanding of Health and Safety requirements related to cleaning for example COSHH and Manual Handling	•		Application/ Interview
9.	The ability to work well within a team	•		Interview
10.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
11.	To have a full understanding of the importance of professional conduct for service delivery	•		Interview
12.	Excellent timekeeping	•		Interview
13.	Willingness to work flexible hours	•		Interview
14.	Willingness to complete staff training	•		Interview
15.	Demonstrate an understanding and awareness of the importance of identifying wellbeing support in the college environment	•		Interview
16.	Promote the College's equal opportunities policy and practices	•		Interview
17.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.

3. This job description and person specification was prepared in November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	