

#TRANSFORMINGLIVES

Recruitment Pack Cleaner





Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 175 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 175 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit in an environment, which is high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected of all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- **The job description and person specification.**
- **The College's approach to recruiting ex-offenders.**
- **Reasons to work at the College**
- **The College's mission, expectations and behaviours**



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

Post Title: Cleaner

Reporting To: Head of Facilities

Salary: £6,626.99 per annum pro rata (based on National Living Wage)

Hours: Part Time, 10 hours per week (6am-8am) **Holidays:** 29 days plus bank holidays

The Specific Nature of the Role

To provide a high standard of cleaning service to the College

Main Duties and Responsibilities

- Cleaning all areas of the College
- Cleaning of classrooms, offices and workshops
- Cleaning of toilets, washrooms and showers
- Cleaning of floors, glass and mirrors
- Use of buffing, polishing, scrub and dry machines and vacuums
- Use of chemicals and cleaning materials
- Embrace the College's RESPECT values and values associated with new ways of working.
- To promote and implement the policies of the corporation to ensure the efficient operation of its business, the welfare and interests of its learners & employees.
- To perform such duties consistent with the position as may be, from time to time, assigned by the Principalship.



Person Specification

Post Title: **Cleaner**

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Fit in with the College's behaviour expectations and ethos	E	i, ii
2. Experience of cleaning in an industrial or commercial environment	E	i, ii
3. Awareness of health and safety relating to the role	E	i, ii
4. Ability to work in a team	E	i, ii
5. To be flexible and reliable	E	i, ii
6. Ability to maintain confidentiality and remain professional at all times	E	i, ii
7. To communicate effectively at all levels	E	ii

i – application form/letter (qualifications to be verified if successful)

ii – interview