EASTBOURNE COLLEGE

# Job Description

1. **Job Title:** Cleaner (Academic & Office)
2. **Responsible to:** Cleaning Supervisor
3. **Job Summary:** The post holder will part of a College cleaning team responsible for ensuring that all academic and office areas are cleaned to specific standards.

4. **Duties and Key Responsibilities:**

a. Code of Conduct
- Maintaining good time keeping hours including relief times for breaks as dictated by employment contract
- Referring any personnel issues relating to the working environment initially to the Cleaning Supervisor
- Ensuring that issued attire is worn and kept in a clean and presentable standard
- Complying with College Health & Safety Policy.

b. Cleanliness
- Ensuring a high standard of cleanliness across all areas of responsibility including outside areas as tasked by the Cleaning Supervisor
- Complying with College Personal Protective Clothing/Equipment Policy
- Compliance with the safe use of chemicals policy and COSHH requirements, this includes the use of warning signs (i.e. wet floor etc)
- Ensuring full support to the Facilities team for the delivery of the cleaning service to the Summer Letting programme.

c. Fire & Evacuation
- Being aware of the College Fire evacuation procedure
- Report out-of-date, discharged or damaged fire extinguishers.

d. First Aid
- Being aware of location of first aid boxes and reporting procedures.

e. Security
- Maintaining a vigilant approach to potential breaches of security such as unlocked buildings, insecure equipment, open doors and windows and intruders on site and reporting any concerns to the Cleaning Supervisor or Soft Services Manager
- Ensuring that keys when not in use are returned to the secure location in which they are kept

f. Other Duties
- Perform other such duties within the scope of this position, as may be determined by the Cleaning Supervisor or Soft Services Manager.

g. Safeguarding Duties
- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will

be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.

- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- This role may require the postholder to be aware of protecting the physical safety of pupils and at times be in a setting that requires them to respect the privacy of pupils. They may be the responsible adult in a scenario and must be aware of all relevant procedures in that setting.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

## 5. Person Specification

| Essential | Desirable |
|---|---|
| • Work as part of a team<br>• Liaise effectively with all staff<br>• Work without day-to-day supervision on your own initiative<br>• Work to demanding and often very tight schedules<br>• Be flexible in the duties undertaken and to work within all reasonable requests<br>• Willingness to undertake training programmes as required for the job, e.g., COSSH, risk awareness, manual handling<br>• Be willing to undertake Health & Safety Regulations training (provided by the College) | • Experience of similar work in a similar environment<br>• Knowledge and understanding of COSSH<br>• Manual handling and lifting training |

## 6. Terms and Conditions

**Hours of Work:** Monday to Friday, 9.00am to 3.30pm, all year round

**Salary**: £12.71 per hour

**Pension**: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you must also contribute 3% of your gross salary. You may choose to opt out of the pension scheme.

**Holiday**: Four weeks paid annual leave plus Bank Holidays to be taken by arrangement with the Soft Services Manager.

**Other benefits include:**

- Life Assurance
- Employee Assistance programme.
- Free use of College sports facilities including pool and gym
- Two free Theatre tickets to Charity performances

## 7. Application Process

To apply, please visit https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/ and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

Closing Date: **Friday 20 November 2026**

For further information please contact Human Resources Department on hr@eastbourne-college.co.uk or tel: 01323 452288.

## 8. Safeguarding and Equal Opportunity Statements

*Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.*

*Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.*

*Eastbourne College (Incorporated) is a non-smoking establishment.*