



NORWICH UNIVERSITY OF THE ARTS **Cleaner**



**NORWICH
UNIVERSITY
OF THE ARTS**

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Cleaner

£7.99 per hour (plus 30 pence per hour discretionary supplement)

Hours: 12.5 hours per week, Monday to Friday 6.30 am to 9.00 am

Norwich University of the Arts is a successful specialist University, offering high quality courses in creative arts at both undergraduate and postgraduate levels. Our mission is to be the best Specialist University for Arts, Design, Architecture and Media study in Europe, producing graduates of the highest quality and inspiring students and staff to achieve excellence in the creative and cultural spheres.

We are seeking a Cleaner to join the busy cleaning team at the University premises located in the centre of Norwich.

You will carry out a daily cleaning schedule to ensure the University premises are maintained in a clean and tidy manner at all times. Duties include cleaning floors, emptying waste bins, cleaning toilet facilities, dusting and polishing, dealing with spills and operating cleaning machines to wash and scrub floors and stairs. You will also be required to carry out intensive cleaning of the University buildings out of normal term time and other cleaning tasks as directed by the Cleaning Supervisor.

Previous cleaning experience is essential together with the ability to undertake duties with a flexible approach and minimal supervision. You will have a positive attitude and pride in maintaining a clean environment and be trustworthy, punctual and reliable.

Closing date: 28 February 2018

Interview date: TBC

Committed to equality and valuing diversity



Job Description

Cleaner

Reports to: Cleaning Supervisor

Hours: 12.5 hours per week, Monday to Friday 6.30 am to 9.00 am

Job Purpose

To undertake cleaning duties, as set out in the Cleaning Schedule and to ensure the University premises are maintained in a clean and tidy manner at all times on a daily basis. To carry out intensive cleaning of the buildings out of normal term time and other cleaning tasks as directed by the Cleaning Supervisor.

Main Responsibilities

DAILY CLEANING SCHEDULE:

1. Cleaning of Toilet Facilities including:

- Toilet basins, seats and surrounds
- Urinals and tile surrounds
- Wash wall area under hand dryers
- Clean sinks and tile surrounds
- Wash floors
- Disinfect all areas

2. Clean floors as follows:

- Swept floors in studios and place rubbish in bins
- Vacuum/sweep floors in corridors
- Vacuum floors in offices
- Sweep stairs and stairwells

3. Empty waste bins.

4. Dust and Polish including:

- Radiators, pipes, window ledges, door and window frames and all areas that can be reached from floor level
- Telephone handsets to be cleaned using disinfectant spray and cloths
- Polish desk areas which are clear of work
- Dust computers, keyboards and printers

5. Spills:

- Mop up spills as quickly as possible
- Use appropriate absorbent materials to clean bodily spills as required

Further information

Equal Opportunities

All members of staff are required to support the University's policy on equal opportunities and to ensure that their work practices reflect that commitment.

Health & Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies & Procedures

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

Cleaner

Essential

- Experience of cleaning work
 - Ability to undertake duties with a flexible approach and minimal supervision and willing to work as part of a team
 - Ability to plan and organise your own work on a daily basis
 - A positive attitude and pride in maintaining a clean environment
 - Trustworthy, punctual and reliable
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Desirable

- Knowledge of the different forms of cleaning, including the use of machines

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Academic staff.

Duties

The duties and responsibilities are outlined in the job description contained in the post details pack.

Starting Date

This post is available on an indefinite basis from February 2018.

Hours of Work

This role is for 12.5 hours per week, plus any additional hours as are necessary for the proper discharge of your duties and responsibilities.

Salary

This is a Grade 1 post, £7.99 per hour, plus 30 pence per hour discretionary supplement.

Annual Leave

The leave year runs from 1 January to 31 December.

There is an annual holiday entitlement of 20 days (increasing to 25 days after 5 years' service at the start of the leave year) plus 8 statutory days. In addition, the University may grant up to 4 concessionary days leave per year when the University is closed.

Superannuation

This post is superannuable under the Local Government Pension Scheme and you will automatically join the scheme upon appointment. Benefits are built up on a Career Average Revalued Earnings (or CARE) basis. The percentage contribution you will pay into the scheme will be based on your annual salary. The University will also contribute to your pension.

You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>.

Overseas Applicants

If you are from outside the European Economic Area (EEA), you will need to obtain a visa through the UK Border Agency's Points Based System in order to work in the UK. More information on this is available on the Visas and Immigration section of the Home Office website.

For a skilled worker from outside the EEA to obtain a visa under Tier 2 of the Points Based System, the University must issue a valid Certificate of Sponsorship. Before this can be issued, the University must be satisfied that the post cannot be filled by a settled worker and that the individual will meet the points requirements of Tier 2.



Application and Recruitment Process

Accessibility

If you require copies of documentation in alternative formats, large print or Braille, please contact the Human Resources Department.

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for you to read before you complete your application form.

- **Job Description** – provides information about the main duties and responsibilities for the position. It also describes the purpose of the post.
- **Person Specification** – sets out information about the characteristics that are essential and desirable to perform the duties in the job description eg knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role. Candidates will only be shortlisted if they meet all the essential criteria.

Application Form

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

These notes give guidance on completing the application form and also further information with regard to the post and the recruitment process.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756243 or by emailing jobs@nua.ac.uk.

Applications should be completed in full and should preferably be typed.

You may submit your application form electronically to jobs@nua.ac.uk. By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Referees

Please provide the names, addresses and telephone numbers or email address of two people who are able to provide you with a reference. The first person should be your current or most recent employer and the other person must be someone who is able to comment on your skills and abilities required for the post.

If you are not currently working, or have never been employed, you should give the name of someone who knows you well. This should not be a friend or relative.

References will not normally be taken up unless you are provisionally offered the positions. All offers of employment are subject to receipt of satisfactory references.

Equal Opportunities Monitoring

Norwich University of the Arts is committed to equality and diversity. All applicants will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation.

As part of its commitment to equality and diversity we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To help us with this commitment, all applicants are requested to complete and return the Equal Opportunities Monitoring form as part of their application. Information on the form will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act 1998. The information will be used for statistical purposes only, other than for the successful candidate as the data will form part of their personal confidential record.

The form will be detached from your application form before this is given to members of the short listing or interview panel.

Submission of Application Form

Completed documentation must be submitted by:

28 February 2018

This is a strict deadline and we regret we are unable to accept late applications.

The University cannot be held responsible for application forms which are lost or delayed in the post. If you post your application form, please ensure there is sufficient postage for the size and weight of the envelope.

Application forms should be emailed to jobs@nua.ac.uk or posted to:

Human Resources Department
Norwich University of the Arts
Francis House 3-7 Redwell Street
Norwich NR2 4SN

Interview Arrangements

If you are shortlisted for interview you will normally be contacted by telephone or email by a member of the Human Resources Department.

The date of the interview is:

TBC

If you have been unsuccessful in your application we will write to you accordingly. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

I would like to take this opportunity of thanking you for your interest in the position.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756243 or by emailing jobs@nua.ac.uk.

Shortlisted applicants are asked to bring proof of eligibility to work in the UK to their interview. This will normally be in the form of a passport which will be checked and a copy taken by a member of the Human Resources Department. For the successful candidate the copy will be held on the personal confidential file. Documents copied for unsuccessful applicants will be destroyed 6 months after the recruitment process has been completed.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical questionnaire.

