

RECRUITMENT PACK

This document includes the following information:

- Job Description
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ01581

Job Title and Grade:	Domestic Services Assistant (Cleaner) Grade 1
Contract:	Permanent, Part-time
Hours:	15 hours per week, 5 days in 7 within the operational window 05.30 to 17.30
Salary:	£15,843 - £16,278 per annum, pro rata
Department/Section:	Domestic services / Estate Management Section
Responsible to:	Domestic Services Manager
Reports on a day to day basis to:	Domestic Services Supervisor (Cleaning Services)
Purpose of job:	The post holder will be responsible for cleaning various areas within the University's academic and associated buildings. They will also provide assistance to other groups within Domestic Services particularly during the preparation and delivery of University events.

Duties of the Post:

The main duties of the post will include:

1. The cleaning and preparation of various areas in the academic and associated buildings such as seminar rooms, offices, male and female toilets, corridors, lifts, laboratories, meeting rooms and gymnasiums.
2. To carry out various types of cleaning tasks so that cleaning specification standards are achieved.
3. Replenishment of consumables such as soap, hand sanitizer and toilet rolls.
4. Cleaning of external areas.
5. Refuse and recycling collection.
6. Fault reporting.
7. The operation of mechanical cleaning equipment (following suitable training).
8. The application of various techniques that comply with COSHH guidance and health and safety policy and procedures.
9. To provide cleaning cover across all University buildings as and when required by management.
10. Responding to emergency cleaning requests including the clear up of floods, offensive waste and sharps.
11. Participation in all training that is deemed to be necessary by Domestic Services and the Estate Management Section.
12. Ensuring the safe storage of cleaning equipment and chemicals at all times.
13. To provide support when necessary to all other Domestic Services groups.

14. The use of ICT equipment for quality assurance processes, annual leave applications, self-certification etc. (training will be provided).
15. Any other duties as may be assigned from time to time by the Director of Estates and Campus Services, Domestic Services Manager or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

July 2018

PERSON SPECIFICATION

JOB TITLE: Domestic Services Assistant (Cleaner)

Experience/Knowledge	Essential	Desirable
▪ Previous cleaning experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge and understanding of COSHH and the application of risk assessments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of health and safety requirements including good understanding of correct manual handling techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities	Essential	Desirable
▪ Be able to undertake the manual aspects of the post, some of which will require physical effort	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to understand and follow written and verbal communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to work using your own initiative, as well as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to undertake cleaning duties to a high standard, demonstrating attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Prioritisation of workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to understand and follow printed instruction on materials to carry out the safe use of chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other	Essential	Desirable
▪ A positive approach to work demonstrating professionalism at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding and awareness of terms 'equality' and 'diversity' and how they apply to the University	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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ADDITIONAL INFORMATION

Domestic Services / Estate Management Section

You can find more information about the department at the following link:

<http://www.essex.ac.uk/estates/>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

General information

The hours of work are 15 hours per week, 5 days in 7 within the window 05.30 to 17.30.

Informal enquiries may be made to Ben Lawson, Domestic Services Manager (telephone: 01206 876014 e-mail:blawson@essex.ac.uk). However, all applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

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