

JOB DESCRIPTION

Job Title:	Cleaner – Fixed term for Maternity Cover
Reports to:	Head of Housekeeping or Facilities & Site Manager
Working closely with:	All cleaning and domestic staff
Location:	Oak Hill College, Southgate, N14 4PS

ABOUT OAK HILL

Oak Hill College is a Christian theological college in North London, training students for ministry in the Church of England and Independent churches, and for other spheres of Christian service. Its validated academic programmes at undergraduate and postgraduate level are awarded and quality-assured by Middlesex University. Oak Hill College is independently owned by the Kingham Hill Trust.

Purpose of role

Responsible, under the direction of the Head of Housekeeping or Facilities & Site Manager, individually or as part of a team, to undertake the cleaning of designated areas within the College premises to ensure that they are kept in a clean and hygienic environment.

Main Duties/responsibilities

1. Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas, cleaning of toilets and shower areas, and fixtures and fittings, using where appropriate, powered equipment.
2. Making beds, laundry duties.
3. The movement of items of furniture relating to cleaning duties.
4. Duties may vary between College term-time and holiday periods.
5. All duties must be carried out to comply with the Health & Safety at Work etc. Act 1974, regulations and other legal requirements.
6. To be adaptable and perform other such duties, requests, or instructions as may be reasonably requested by the Head of Housekeeping or Facilities & Site Manager.

Other responsibilities

1. To relieve and assist in other college areas and establishments in certain circumstances.
2. To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property and complete the necessary return and/or reports.
3. To attend meetings and participate in training courses as requested.

Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post holder Receptionist/Site Administrator

Please note this position may be subject to DBS check. Relevant Health & Safety Training is provided. In the course of your work you will interact with guests, students and other college staff.

Additional Requirements

- Sympathy with the ethos and aims of the College.
- Three suitable references

Remuneration Package:

- 20 hours per week, 4 hours daily (6am – 10am)
- Salary details available on enquiry
- Annual leave will be 24 working days plus public holidays (pro rated)
- Annual leave to be allocated eg at Christmas/New Year period, college holidays or midterm breaks

Notes for Applicants

To apply, in the first instance please request an application form from Veronica Machin, HR & Safeguarding Manager at hr@oakhill.ac.uk or via Oak Hill College reception on 020 8449 0467. For details of remuneration and any other questions about the role, please do not hesitate to ask. Closing date for applications: 29 March 2019.

Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post holder Receptionist/Site Administrator