

Appointment details

**Cleaning Operative (4 Posts)**  
**(15 hours per week)**



**Closing date**  
15 May 2015

Ref: R150093

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## ▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to industry, government and commerce. Professor Dame Julia King became Vice-Chancellor of the University in 2006.

### **Outstanding graduate employability**

Aston has been a leading university for graduate employment success for over 25 years. Over 75% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Aston University is 14th in the UK for 'Top universities by graduate earnings', ahead of UCL, Bristol, Warwick and Loughborough. (The Telegraph, 2015).

### **Career focussed programmes**

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

### **Excellence in teaching and research**

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as

a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

### **International**

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year.

Aston University is rated as one of the '100 most international universities in the world 2015.' (The Times Higher, 2015).

### **Birmingham – one of Europe's liveliest cities**

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

Whether by road, rail or air, travelling to and from Birmingham is easy. The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

### **A green, sustainable campus**

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 9,500 students.



## Welcome from Alan Charters

*Dear applicant*

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Whilst there are some 'knowns' - HEFCE funding for both teaching and capital investment has experienced dramatic reductions, the impact of the UK's new visa regime on international student numbers - there are equally important 'unknowns' - to what extent will student expectations rise as a result of the increased fees. Universities who are able to adapt swiftly to a changing and increasingly competitive market will thrive.

Aston is well positioned for the future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

**Alan Charters**  
Executive Director of Capital Development

## ► Estates and Capital Development

The Estates mission statement is “To deliver and maintain a sustainable campus and infrastructure that enhances the student experience and provides high quality accommodation and space that is accessible, efficient, flexible and responsive to the needs of all our customers.”

Over the past few years the University has embarked on an aggressive ten year campus redevelopment plan which includes new builds, demolitions as well as major refurbishments in order to ensure that Aston University adapts to the ever changing environment it operates in and deliver its 2020 objectives. Estates is responsible for delivering the redevelopment program as well as the day to day maintenance of the campus. Estates is headed up by the Chief of Operations and Estates, Alan Charters. The department is made up of a number of specialist teams and covers a wide range of disciplines, below is a brief summary of each team.

Developments and Facilities – headed up by the Deputy Director of Estates - Ian Oldacre, manage all the small to medium sized capital projects on campus, delivering cost effective, efficient, accessible and aesthetically motivational learning & working environments, considerate of all users, their needs and enhancing the University experience. The section also includes a dedicated Space Management Team responsible for ensuring all current and future spaces are designed in line with University policy and best practice. In addition, the team manages the record drawings and space management database, containing details on all space uses and occupiers, for the entire property portfolio. Facilities and resources manage cleaning of the campus both inside and out, provide a porters service who amongst other things assist in office moves and room set up for lectures and exams etc. In addition there is a dedicated help desk team who answer calls from internal users reporting issues on the campus and logging them using specialist software.

The Central Teaching Operations Team are in charge of the annual and on-going scheduling of central teaching space. They work closely with all areas of the University to ensure everyone has access to this central resource and a fair allocation is made. The team also works closely with the Guild to ensure societies are also able to use this resource as well as Conference Aston, in the provision of campus accommodation for summer schools and conferences. The team hire out teaching accommodation to external organisations and work with areas of the community to ensure their events run smoothly.

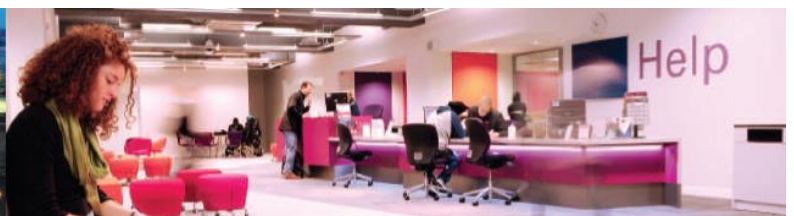
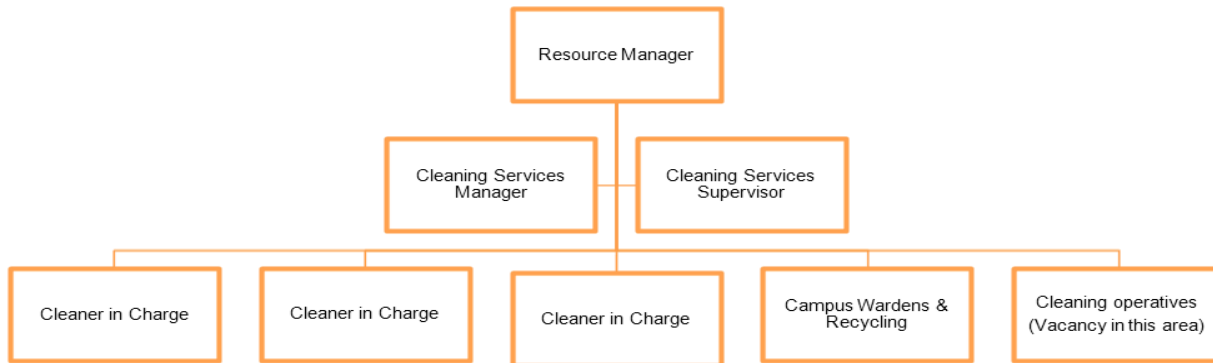
Engineering & Sustainability – headed up by the Deputy Director of Estates, Graham Faulks who ensures that the site infrastructure is maintained and developed to ensure maximum efficiency and availability; this includes a District Heating System and Private High Voltage and Water Distribution Systems. The team includes Electrical Engineering and Building Services specialists. Heating and Ventilation systems are controlled by two Building Energy Management Systems. The supervisors and specialists are actively involved in managing projects relating to building services and maintenance.

In addition day to day maintenance of buildings and services are maintained through a dedicated maintenance team including Electrical and Mechanical tradesman, Carpenters and Decorators. The team provides a reactive and planned maintenance service, all of which is coordinated by specialist supervisors. Energy management is coordinated by the Energy Manager, the aim is to meet or exceed planned energy and emission reduction targets year on year. Safety is coordinated by a dedicated Health and Safety Supervisor who advises the Estates team ensuring compliance with all relevant statutory requirements. Gardens and Ground are maintained to a high standard by a specialist team who report directly to the Building Maintenance supervisor. Completing the section is the Environment & Sustainability Team that delivers the University’s integral commitment to embed sustainability institution-wide and balance the tensions between economic prosperity, environmental quality and social equity, both now and for the generations that will engage with us in the future. Aston aspires to maintain an exemplar role in this area within the higher education and local community and is proud to have maintained an impressive first class position in the People & Planet Green League since 2010.

For more information, visit our website [www.aston.ac.uk/estates](http://www.aston.ac.uk/estates)



# Structure for Cleaning Services



## ▶ Job description

The principle objective is to clean internally all areas within the University buildings to an agreed standard.

The designated work area can be changed at any time subject to business requirements.

To carry out duties in a safe and hygienic manner, in accordance with instructions.

## Responsibilities

- ▶ Carry out internal cleaning of buildings, including sweeping, mopping, damp wiping, vacuuming.
- ▶ To clean washrooms to acceptable hygienic standards.
- ▶ To empty waste/recycling bins (all areas).
- ▶ To report internal faults and furniture defects, and contamination issues with the waste recycling.
- ▶ To replenish consumables in sanitary areas.
- ▶ To ensure lights are switched off in areas not in use to assist in reducing the energy consumption.
- ▶ To assist where possible in helping Aston University meet environmental targets.
- ▶ To conform to all health and safety codes of practice and COSHH regulations, ensuring that they are adhered to at all times.
- ▶ To ensure a high standard of personal appearance is adhered to at all times including the wearing of the correct protective clothing.
- ▶ To carry out additional tasks as instructed by reasonable request from the management team.
- ▶ To be an active colleague of our team in our mission to provide the highest standards of cleanliness and customer service.

## ► Person specification

	Essential	Method of assessment
<b>Aptitude and skills</b>	<p>Good communication skills.</p> <p>Ability to understand and convey health and safety requirements, and to assist in completing the required paperwork.</p> <p>Ability to work on own initiative.</p> <p>Ability to follow and work in line with instructions.</p> <p>Ability to work as part of a team.</p> <p>Trustworthiness.</p>	Interview and presentation
<b>Training and Development</b>	Willingness to undertake training.	Interview
<b>Other</b>	Must wear the uniform provided at all times.	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>Relevant training e.g. Health and safety, use of cleaning related equipment/machinery.</p> <p>BICSc COPC certificate level 1 or above.</p> <p>NVQ level 1 or above.</p>	Application form
<b>Experience</b>	<p>Previous experience of cleaning in a similar environment.</p> <p>Experience of using industrial cleaning equipment and materials.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Understanding of COSHH regulations as related to cleaning work.</p> <p>Specialist floor cleaning skills (strip &amp; seal, carpet cleaning).</p>	Interview and test

## ▶ Salary & benefits

These posts are offered on a part time, permanent basis. The appointment is Grade 1 and the salary range for this grade is £13,953 - £14,257 per annum pro rata (£7.16 to £7.34 per hour).

<b>Work pattern</b>	Working 5 days in 7 (Monday – Sunday). Hours of work are 6am to 9am.
<b>Holiday entitlement</b>	25 days per annum pro rata, in addition to 13 days public and university holidays pro rata.
<b>Pension</b>	Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme.
<b>Contribution pay</b>	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

Visit our website: [aston.ac.uk/hr](https://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.



## ► How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

**Closing date for applications**                      15 May 2015

**Interview date**                                              To be confirmed

Please contact Andrew Keogh, Cleaning Services manager, for an informal discussion about the role.

Tel: +44(0) 121 204 5191, Email: [a.keogh@aston.ac.uk](mailto:a.keogh@aston.ac.uk)

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

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## ► Outline terms and conditions of the appointment

<b>Qualifications</b>	Successful candidates will be required to produce evidence of their qualifications upon joining the University
<b>Medical clearance</b>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<b>Eligibility to work in the UK</b>	<p>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.</p> <p>Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the <a href="#">points-based calculator</a> on the UK Visas and Immigration website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.</p>
<b>Document checks</b>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="#">UK Visas and Immigration website</a> .
<b>Equal opportunities</b>	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
<b>Data Protection Act 1998</b>	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
<b>Disclosure and Barring Service (DBS)</b>	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

**Aston University**  
**Employable Graduates**  
**Exploitable Research**

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