

FURTHER PARTICULARS FOR THE ROLE

Post Title Day Janitor/Housekeeper

School/Department Campus Services

Reference Number R120007

Closing date 14 February 2012

Interview date TBC

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ROLE DESCRIPTION

The day janitor duties will be performed in the day hospital building on behalf of Optegra. Optegra is a specialist provider of ophthalmic services in the UK and selected international markets. Optegra operates five private eye hospitals in Surrey, Birmingham, Solent, Yorkshire, and Manchester, supported by over 80 consultant level ophthalmic surgeons. Through its world-class centres of excellence in eye care, Optegra brings together cutting edge research and medical expertise, state-of-the-art surgical equipment and top ophthalmic surgeons renowned for their areas of expertise to offer the best clinical outcomes in laser vision correction, cataract removal, refractive lens exchange and cosmetic procedures, all carried out in ultra-clean, theatre environments.

Post title Day Janitor/Housekeeper

Job Purpose

To ensure that all patient areas of the hospital are kept clean, tidy and stocked appropriately, within the requirements of the Care Quality Commission (CQC).

Key working relationships

Internal: Patient Services Team, Clinical Team, Hospital Manager

External: Patients, Suppliers, Contractors

Responsibilities

Operational Support

- Move all dirty cups and stack in dishwasher.
 - Ensure magazines/ newspapers are tidy in the patient waiting areas.
 - Empty all waste bins.
 - Cleaning of all office areas and Consultant rooms.
 - Completion of daily record sheets
 - Prepare coffee machine, keep stocked up including cups, clean down at the end of clinics
 - Clean common areas in theatre, corridors, recovery bays
 - Responsible for delivery/unloading of theatre linen
 - Responsible for theatre bay stocking, paper towels, soap, bins
 - Staff kitchen area cleaned and stocked
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- Boardroom clean and stocked
- Taking delivery and assisting in unpacking stock
- Preparing rooms for events

Service Quality and Governance

Strive to ensure Optegra has a reputation for being a “Centre of Excellence” in ophthalmic patient care.

- Strive at all times to ensure a high attention to detail
- To follow correct procedures for documenting and reporting any accident or incident.
- To ensure effective communication at all times with patients, relatives, carers, visitors, staff and others.

Personal Development

Accepts responsibility for developing own knowledge and skills.

- Attend all mandatory training courses when arranged.

Mandatory requirements

Competence

- At no time should the job holder work outside their defined level of competence.

Risk Management/Health & Safety

- The job holder has responsibility for managing infection control, risk, health and safety and will be required to work within the policies and procedures defined by Optegra.

PERSON SPECIFICATION

MOA = Method of assessment

Application Form (AF) Interview (I) Presentation (P) Test (T)

	ESSENTIAL	MOA
Aptitudes and Skills	Good communication skills.	I
	Proactive and customer focus approach	AF, I
	Ability to understand and convey health and safety requirements, and to assist in completing the required paperwork.	I, T
	Ability to work on own initiative.	AF, I
	Ability to follow, and work in line with, instructions.	AF, I
	Ability to work as part of a team.	AF, I
	Trustworthy.	I
Training and Development	Willingness to undertake training.	I
Other	Must wear the uniform provided at all times.	I
	DESIRABLE	MOA
Education/Qualifications	Relevant training e.g. Health and safety, use of cleaning related equipment/machinery	AF, I
	BICSc COPC certificate level 1 or above.	AF, I
	NVQ level 1 or above.	AF
Experience	Previous experience of cleaning in a similar environment.	AF, I
	Experience of using industrial cleaning equipment and materials.	AF, I
Aptitudes/Skills	Understanding of COSHH regulations as relating to cleaning work.	AF, I
	Specialist floor cleaning skills (strip & seal, carpet cleaning).	AF, 1

OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

<i>Term of appointment:</i>	Continuing appointments are offered for 30 hours per week (10:00 until 16:30). The appointment is Grade 1 and the salary range for this grade is £13,353 - £13,702 per annum pro rata (£7.01 to £7.19 per hour). Please note that this post is externally funded by Optegra.
<i>Holiday entitlement:</i>	Holiday entitlement is 25 days per year plus any public and customary days which occur during this period
<i>Pension:</i>	Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme
<i>Performance related pay:</i>	In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.
<i>Qualifications:</i>	Successful candidates will be required to produce evidence of their qualifications upon joining the University.
<i>Relocation:</i>	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement. Full details of the relocation scheme are included with offers of appointment.
<i>Medical examination:</i>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<i>Eligibility to work in the UK:</i>	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. Candidates should check their eligibility to enter or remain in the UK <u>in advance of making any job application</u> using the points-based calculator on the UK Border & Immigration Agency (UKBA) 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.
<i>Document checks:</i>	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 UK Border Agency website. www.ind.homeoffice.gov.uk .

Full details of the salary scales, terms and conditions of service and associated policies and procedures are available on the recruitment website.

FURTHER ADVICE

Please contact Maureen Kelso , for an informal discussion about the post.

Tel: +44(0) 121 204 5191 Email: kelsom@aston.ac.uk

If you would like information on the progress of your application, or advice on any aspect of the appointment process generally, or the terms and conditions of service, please do not hesitate to contact:

Heather Barton	HR Advisor	+44 (0) 121 204 4576	h.barton@aston.ac.uk
Jenni Medza	HR Administrator	+44 (0) 121 204 4590	j.medza@aston.ac.uk

EQUAL OPPORTUNITIES STATEMENT

Aston University undertakes to promote equality and diversity within the University Community in all aspects of its work. Further, it aims to ensure through its admissions policies for students and its recruitment and selection processes for staff that it encourages applications from all groups represented in the wider community at a local, national and international level. 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. For further details of policies and codes of practice on race, gender, disability, religion and belief, sexual orientation and age see: <http://www.aston.ac.uk/staff/equalops/>

An Equal Opportunities Monitoring Form is included with the application form.

DATA PROTECTION ACT 1998

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 may be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

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.