

Appointment details
Cleaning Operative

Job Ref: R170565

Closing Date: 23.59 GMT on
Friday 15 December 2017

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



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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 business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% 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.

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 ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

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.

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 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



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.

A handwritten signature in black ink, appearing to read 'Alan Charters', with a long horizontal line extending from the end of the signature.

Alan Charters
Chief of Operations and Estates

► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at www.aston.ac.uk/staff/working/dare-to-succeed/values/

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allid=158042>



► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

► 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.

Led by the Director of Estates & Capital Development Ian Oldacre Estates are responsible for delivering the redevelopment program as well as the day to day maintenance of the campus.

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.

Space and Capital Projects – headed up by the Head of Space Strategy & Refurbishments Claire Evans, 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.

The Deputy Director of Estates as well as deputising for the Director when required, leads the financial and business aspects of the department is also responsible for all the soft services within Estates which include 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 a specialist software package.

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 Student Union 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 – headed up by the Estates Maintenance Manager 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.

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.

The Environment is at the forefront of everything we do at Aston and we have a dedicated Environmental & Sustainability team who are actively seeking to reduce energy emissions and improve our carbon footprint year on year. 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.

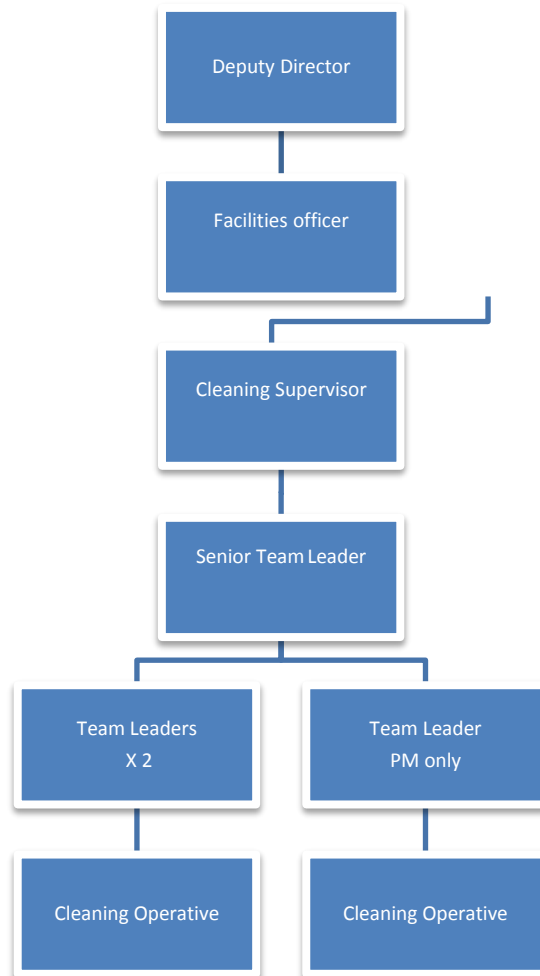
Safety is coordinated by a dedicated Health and Safety advisor within the Estates team ensuring compliance with all relevant statutory requirements.

Gardens and Ground are maintained to a high standard by a specialist team who report directly to the Maintenance Officer.

For more information, visit our website www.aston.ac.uk/Estates.

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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.
- ▶ You will be required to wear a branded uniform (supplied) including Personal Protective Equipment

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.



► Person specification

	Essential	Method of assessment
Aptitude and skills	<p>Good communication skills.</p> <p>Ability to understand and convey health and safety requirements, and assist in the completion of 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>	Application form and interview
Training and Development	Willingness to undertake training.	Interview
Other	<p>Must wear the uniform provided at all times in the course of their duties.</p> <p>This post is non-sedentary, and involves considerable working across a large campus during the course of the shift in order to respond to incidents complete work in a timely manner.</p> <p>Satisfactory clearance through Disclosure and Barring Service is required</p> <p>Must be willing to work required shift rota (i.e. weekends (on rota), early starts)</p>	Interview
	Desirable	Method of assessment
Education and qualifications	<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 and interview



	Essential	Method of assessment
Experience	<p>Previous experience of cleaning in a similar environment.</p> <p>Experience of using industrial cleaning equipment and materials.</p>	Application form and interview
Aptitude and skills	<p>Understanding of COSHH regulations as related to cleaning work.</p> <p>Specialist floor cleaning skills (strip & seal, carpet cleaning).</p>	Interview

► Salary & benefits

This post is offered on a part time continuing basis (15 hours per week). The appointment is Grade 1 and the salary range for this grade is £15,417 per annum (pro-rata).

Work pattern	6.00 a.m. to 9.00 a.m. Working 5 days in 7 (Monday – Sunday).
Holiday entitlement	25 days per annum pro rata, in addition to 13 days public and university holidays pro rata.
Pension	<p>Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).</p> <p>The University is proposing to close the current Aston University Pension Scheme (known as AUPS) early next year and replace it with a new pension scheme and is undertaking formal consultation about this proposal. The University believes that the new scheme, together with a flexible contribution structure for members, would continue to provide a valuable pension benefit, if the proposed closure of the AUPS proceeds.</p>
Contribution pay	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.
Relocation	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: 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 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 23.59 hours GMT on Friday 15 December 2017

Interview date

Wednesday 10 January 2018

Please contact Andrew Keogh, Facilities Officer for an informal discussion about the role.

Tel: +44(0) 121 204 5191

Email: 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:

Anne-Marie Lokwiya
HR Business Partner
+44 (0) 121 204 5385
a.lokwiya@aston.ac.uk

Jenny Thompson
Recruitment Administrator
+44 (0) 121 204 3351
j.l.thompson@aston.ac.uk

► Outline terms and conditions of the appointment**Qualifications**

Successful candidates will be required to produce evidence of their qualifications upon joining the University

Medical clearance

It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

Eligibility to work in the UK

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 in advance of making any job application using the [points-based calculator](#) 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.

Document checks

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 Visas and Immigration website](#).

Equal opportunities

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.

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.

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 will 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.

**Disclosure and Barring
Service (DBS)**

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.

Aston University
Employable Graduates
Exploitable Research

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www.aston.ac.uk

