



# OPPORTUNITY

## Cleaning Operatives (6 posts)

**Reference:** R210420

**Salary:** £16,420 per annum (pro rata) Grade 1

**Contract Type:** Continuing and Fixed Term Contracts available

**Basis:** Full Time and Part Time opportunities available

# Job description

## Job Purpose:

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.

## Main duties and 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
<b>Aptitude and skills</b>	<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
<b>Training and Development</b>	Willingness to undertake training	Interview
<b>Other</b>	<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 amount of walking across a large campus during the course of the shift in order to respond to incidents and complete work in a timely manner.</p> <p>Must be willing to work required shift rota (i.e. weekends (on rota), early starts)</p>	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 and Interview
<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

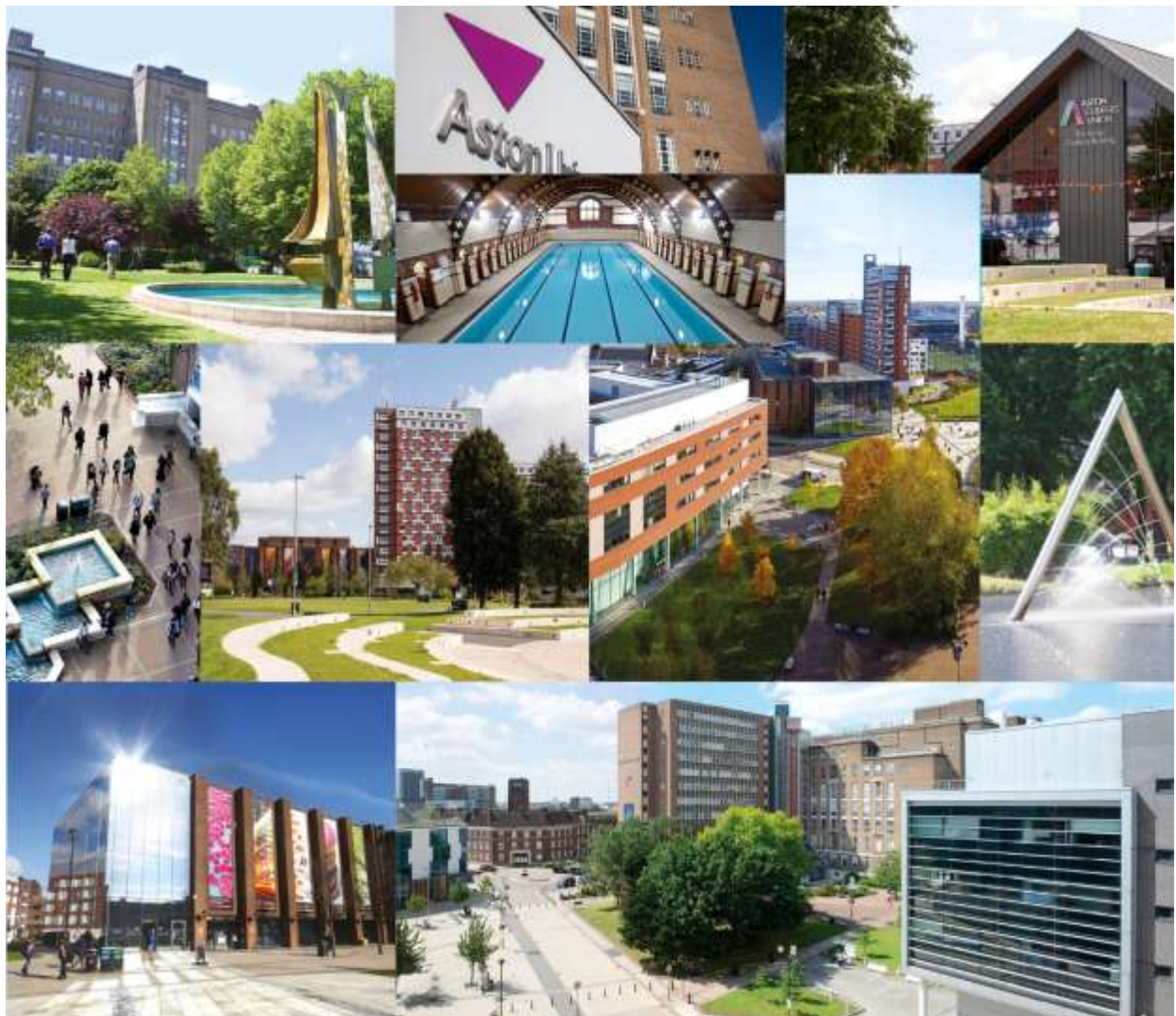
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Andrew Keogh

Job Title: Facilities Officer

Email: [a.keogh@aston.ac.uk](mailto:a.keogh@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.



If you require a visa to work in the UK the most common types of visa are:

### **Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

**Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

**aston.ac.uk**



**Where change  
gets real.**