

Job Description: Cleaning Tutor

Function: Education Department	
Position Cleaning Tutor	
Job holder:	
Date 19.2.2019	
Immediate manager: Helen Timm	
Additional reporting line to: Internal verifier	Brian Mc William
Position location: Education Department	

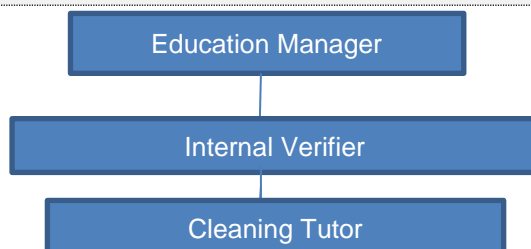
1. Purpose of the Job

- To maintain and improve the standards of cleanliness in all areas of the establishment, through training cleaners in correct cleaning methods.

2. Dimensions

- Characteristics
- Ability to work in a team. Ability to challenge unsuitable behavior and have confidence in what can sometimes be a challenging environment.

3. Organisation chart -



4. Context and main issues

- The prison has several inside areas that require attention. These are wings, including floors, serveries and showers.
- The cleaning tutor would be responsible for ensuring that cleaners are working to a high standard, using correct methods and cleaning materials.
- The tutor would also deliver cleaning qualifications that are relevant to the establishment.

5. Main assignments

- To ensure that wing workers, particularly wing number one workers are trained in cleaning and that they have enough skills to pass on to new wing workers.
- Once standards on wings are as required there will be a need to look at other areas such as healthcare, reception, visits and chapel.

6. Accountabilities

- You will be accountable for the provision of training and the maintenance of standards of cleanliness firstly on wings and then in the wider areas of the establishment.
- You will ensure that cleaners, particularly number ones carry out their duties as per your specifications and have the right attitude to work. Number one cleaners will be expected to supervise other cleaners.
- You need to ensure that the servery is kept spotless by servery workers.
- A good knowledge of COSHH is required so that wing cleaners know what substances to use, and in the correct quantity whilst paying attention to health and safety regulations.
- Cleaners will need to be trained in the correct use of equipment and a high level of consideration must be given to health and safety when using cleaning equipment and undertaking cleaning duties.
- There will be a requirement to deliver qualifications at level one to wing number one cleaners as the role progresses and depending on the needs of the establishment.
- There will be a need to ensure that all areas have the correct equipment and cleaning materials.

7. Person Specification –

- To demonstrate pro-social modelling at all times with staff and prisoner learners
- Excellent knowledge and application of cleaning work
- To have previous experience in working in cleaning in large complexes.
- To hold a cleaning qualification to level 2 or above.
- To hold TAQA or equivalent or be willing to work towards TAQA.

8. Competencies –

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| ■ Growth, Client & Customer Satisfaction / Quality of Services provided |
| ■ Rigorous management of results |
| ■ Innovation and Change |

9. Management Approval

Version	one	Date: 19 th February 2019
Document Owner	Helen Timm	