The Lincoln College Group

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1462P: Cleaning Operative

SALARY	GRADE	HOURS
£24,853 pro rata per annum	CSS Scale 2	15

REPORTING TO

Cleaning Supervisor

DEPARTMENT

Estates & Facilities

LOCATION

Lincoln

BE READY...

disability confident EMPLOYER | MINDFUL EMPLOYER | Happy to talk Flexible Working | EMPLOYER RECOGNITION SCHEME GOLD AWARD | You Matter

Job Purpose:

The work of the postholder is to undertake cleaning of the College Campus.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Clean designated area (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents and other tasks set out in cleaning folders) which may be subject to change dependent upon the needs of the College.
2. Carry out one off requests and cleaning tasks for open days and special projects.
3. Notify management of occurring deficiencies or needs for repairs.
4. Ensure cleaning standards are maintained in accordance with the College's Cleaning Manual.
5. To assist the Site Supervisor in organising materials, movement of equipment and stock control.
6. Carry out instructions from the Site Supervisor as required.
7. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
8. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
9. To maintain quality standards, appropriate to the post.
10. To conform with the Health and Safety requirements relevant to the post.
11. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Knowledge of the existence of COSHH Regulations.	A/I

	Skills/Abilities – Interpersonal	PSM
2	The ability to work and clean in a variety of changing environments.	A/I
3	The ability to work on one's own initiative.	A/I
4	The ability to contribute and work as part of a team.	A/I
5	The ability to communicate effectively.	A/I

	Experience	PSM
6	Practical cleaning experience.	A/I
7	Recent commercial cleaning experience.	A/I

	Work Related Circumstances	PSM
8	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
9	Ability and willingness to work flexibly.	A/I
10	The ability and willingness to undertake relevant staff development.	A/I

	Skills/Abilities - Other	PSM
11	The ability to learn to use relevant floor cleaning machines.	A/I
12	The ability to work and clean in a variety of changing environments.	A/I
13	Demonstrates a proactive commitment to safeguarding by recognising concerns, taking appropriate action and following procedures to protect and promote the welfare of children and young people.	A/I
14	Ability to actively promote equality, diversity and inclusion across all aspects of Cleaning Operative role.	A/I

Prepared By:	Julia Smith – Cleaning Supervisor
Date:	November 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *Be Ready...*

REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because You Matter.

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with...

Community

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

Accountability

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

Respect

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

Excellence

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:



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