

Window Cleaner and Grounds Assistant

In addition the post holder will work to create a neat, tidy, viable and pleasing environment with grounds tasks, as and when required.

As this post will predominantly be located with the Grounds Team the post holder will have a keenness for out-door working and also involve pro-longed standing, walking and heavy handling.

*Hours of Work:

Mon – Fri 7.00am – 5.00pm

Some weekend work

Closing date: Sunday 01 Oct 2017

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Job details

Salary	Band 2, £15,961 to £16,342 per year, with opportunity to progress to £16,983 per year, pro rata
Hours	18.5 hours per week including some weekend working (see*below for working pattern)
Start	As soon as possible
Duration	Permanent
Responsible to	Grounds Manager
Responsible for	N/A
Interview date	To be confirmed

Facilities

For more information about the department visit the [Facilities website](#).

Meet the team

Background

The Facilities Department covers a wide range of services within University of Worcester, including Campus Services, Accommodation, Maintenance, Venue Hire and Timetabling.

The University of Worcester is a high quality University with an international reputation for excellent, inclusive education, as well as a dynamic engine for social and economic development in the region. We are known for creative, high achieving work with partner organisations and for promoting equal opportunities.

The Henwick Grove Campus in St Johns is located close to the city centre in Worcester and is within 43 acres. It is characterised by relatively low-density development with non-residential and residential buildings of a range of ages and designs. There are extensive playing fields and the campus is attractively landscaped. The residential student Halls provides approx. 800 bed spaces.

The second site at Castle Street in the City Centre is the former Worcester Royal Infirmary, which is vacant following the relocation of the hospital. The site has an area of 22 hectares, is within walking distance of the St Johns campus at Henwick Grove and has potential for a mixed use development and currently has student Halls providing 176 bed spaces.

The University also has a number of satellite sites ranging from sports fields to accommodation.

Main duties

1. To clean windows on all University sites, internally and externally, and mirrors using water fed pole systems for reach and wash. This will also include basic handiwork, jet washing, and gutter cleaning.
2. To carry out basic office window cleaning internally as requested and cleaning paintwork, window frames, doors and building facias.
3. To clean external signage, remove graffiti and assist in cleaning the vehicle fleet with the necessary equipment.
4. To be able to work to a schedule over a 12 month period working across all sites.
5. To operate and maintain vehicle mounted window cleaning equipment and all associated external equipment, such as ladders and jet washers.
6. To drive between sites whilst ensuring the vehicle is maintained and road legal at all times.
7. To adhere to and keep up to date with Health & Safety standards and COSHH regulations.

8. To work with the Grounds Team on any major or minor grounds improvement using the appropriate tools.
9. To work alongside the Grounds apprentice as and when required.
10. To contribute towards ideas and improvements for the University Grounds.
11. To assist where possible to the University biodiversity action plan.
12. To carry out an initial check for any litter, broken glass, smoking litter and collect and dispose of it appropriately.
13. To empty refuse and recycling bins when detailed by the Grounds Manager.
14. To keep all doorways clear of litter, weeds and smoking litter.
15. To clear any leaves from paths, grassy areas and flowerbeds.
16. To maintain and take care of tools and materials ensuring any safety checks on equipment are completed when required.
17. To report any defects/breakages/damage to the Grounds Manager.
18. A willingness to undertake any associated training as necessary including working at heights able to train others where applicable.
19. To work during weekends as required for open days and events.
20. To assist and attend emergency evacuations and carry a radio at all times.
21. To carry out any other task as required within the Grounds Team when required to do so.

*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.

*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.

*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

Person specification

Please provide evidence of how you meet each of the essential criteria.

Essential Criteria

1. Experience of window cleaning and using window cleaning equipment.
2. The ability to demonstrate and be enthusiastic for out-door work.
3. The ability to demonstrate some relevant work experience, e.g. within parks and gardens, or similar.
4. The ability to work in a team as well as on your own, using your own initiative.
5. The ability to demonstrate a flexible approach to work.
6. The ability to demonstrate good interpersonal skills and the ability to communicate confidently and clearly with a wide range of people both orally and in writing.
7. The ability to demonstrate a friendly and approachable manner at all times.
8. The ability to demonstrate basic computer literacy.
9. The ability to drive and hold a current full, clean UK driving license.

Physical requirements:

This job involves some manual lifting and moving of cleaning and maintenance equipment for which a suitable level of physical fitness is required.

Desirable Criteria

1. Member of Federation of Window Cleaners (FWC).
2. Knowledge of current waste and recycling methods.
3. Experience of general grounds work.
4. Experience of communication via radio.

Applications from Non EEA Workers:

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction.

Prospective applicants in points-based system immigration routes should assess their circumstances against the published criteria, which are set out on the GOV.UK website at www.gov.uk/browse/visas-immigration

Visit www.naric.org.uk/visasandnationality

for more information on how you can use a qualification from outside the UK to meet the requirements of the immigration rules.

Unspent convictions, cautions and bind-overs

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.

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<http://www.worcester.ac.uk/community/window-cleaner-and-grounds-assistant.html>