

BACHE CLEANING OPERATIVE OF THE YEAR AWARD 2015

In recognition of the efforts and professionalism shown by Higher and Further Education cleaning operatives whilst performing their role, the BACHE Executive introduced in 2011 an Award entitled '**Cleaning Operative of the Year**'.

The Association is pleased to continue to prompt this Award and now in its fifth year, the 2015 Award will consist of three individual awards; **Highly Commended; Runner-Up and Cleaner of the Year**.

The awards will be presented to those cleaning operatives working in a university/college who fulfil **at least three** of the following 4 criteria, demonstrating that he/she has performed their role in an outstanding or exemplary manner during the proceeding twelve month period (1 April 2014 to 31 March 2015).

Criteria

1. Consistently performed their role to a high degree of professionalism throughout the year, which has been evidenced by their contribution to promoting a high standard of customer service.
2. Has been involved in developing and implementing an outstanding initiative that has contributed to the 'Student Experience' at their Higher or Further Educational Institution.
3. Has been involved in an activity that has required them to not only display a highly professional approach, but has required them to perform outside the normal requirements of their job role.
4. Other circumstances or reasons that the Cleaning Operative's line manager believes evidences that he/she has performed their role in an outstanding or exemplary manner.

Further information and guidelines for submissions:

1. Submissions are open to directly employed and or contract cleaning operatives who have been employed to work at the University/College for at least a minimum of two year's.

2. Submissions in the case of directly employed, are too be put forward by the Line Manager and or Head of Department. For indirectly employed operatives, the submission must be approved and submitted by the university/college BACHE member representative.
3. Entries can only be submitted by registered members of the Association as of 31 March 2015. Submissions from non-members will not be considered.
4. All submissions received by the deadline advised below will be considered by a sub-group of the Executive (consisting of two members) who may be supported in their deliberations by a professional representative from the cleaning industry.
5. Submissions are to be submitted electronically comprising no more than **2 sides of A4** in the form of a pdf file to the BACHE Administrator Debbie Smith e-mail: admin@bache.org.uk to arrive by **17:00 hours on Friday 9 May 2015**.
6. Depending on the number of submissions received a round of short-listing may be necessary and or further information may be sought. In the case of the later, the operatives' Line Manager may be contacted for additional material to assist the sub-group in their deliberations.
7. The top three entrants selected, will be invited to attend the Associations Gala Dinner and Awards evening to be held on Monday 30 June 2015 at the University of Kent. The Association will cover travel and overnight accommodation costs for each of the three nominees.
8. It is a requirement that each nominee invited is accompanied by a colleague who has booked and paid for at least one full conference delegate package for attendance at the Associations 2015 Conference scheduled to take place between 28 and 30 June 2015 at the University of Kent.
9. Nominees being invited to the above event will be contacted week commencing 15 June 2015.
10. If you have any queries and or require clarification please contact the Association's Administrator Debbi Smith via e-mail admin@bache.org.uk

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Chair, BACHE