



**Job Title:** Cleaner - Ysgol David Hughes (40 weeks per annum, 15 hours per week Mon-Friday)

**Post Number:**

**Service / Section:** Property

**Grade:** 1

### Overall Job Purpose:

To deliver a cleaning service within the Council's property portfolio; to include cleaning, relief and deep cleaning in schools. Creating conditions for building users to achieve their long term potential and assisting building managers to maintain places we can be proud of.

**General:** *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

### Main Duties / Responsibilities:

1. Review and clean in accordance with the sites cleaning Service Level Agreement, liaising with the building manager or cleaner in charge about any specific cleaning needs on that day.
2. Clean; (dusting, polishing, sweeping, vacuuming, mopping) all specified areas in each building. Thoroughly disinfect high touch frequency areas such as toilets, kitchens, sinks, tables, desks, chairs, door plates and handles.
3. Remove waste to designated waste disposal area and ensure waste receptacles are disinfected/cleaned as appropriate.
4. Replenish kitchen and bathroom areas with consumable items e.g. toilet paper, hand towels, handwash etc.
5. Note and report stock and cleaning equipment replenishment needs to the Cleaning Manager.
6. Carry out heavy cleansing tasks and special cleaning projects, e.g. floor polishing, vaulted ceiling/ high reach cleans, glass cleaning, deep cleans, post building/ remedial work cleans and post event cleans.
7. Record and notify Property Team of any noted repair needs.
8. Deal with or report to the Building Manager / Cleaner in Charge any slip, trip or fall hazards, any access, egress hazards, fire hazards in properties.
9. Undertake ad hoc caretaker / cleaning duties across the council's property portfolio, including key holder duties, yard maintenance and litter picking etc.
10. Any other duties reasonably required and relevant to the successful delivery of the facilities / cleaning service.

<b><u>Person Specification:</u></b>		<b>Essential (E) Desirable (D)</b>
<b><u>Education and Training</u></b>		
<p><b>The minimum educational requirements/professional or vocational qualifications for the post:</b></p> <p>1.</p>		
<p><b>Any specific training required for the post including Certification:</b></p> <p>1. Full clean driving license</p>		<b>D</b>
<b><u>Key Competence Requirements</u></b>		
<p><b>Job related knowledge:</b></p> <p>1. Health &amp; Safety (manual handling, fire safety, safe access and egress of buildings, COSHH, hygiene and blood borne diseases) or willingness to learn.</p> <p>2. Safeguarding (particularly in relation to children) or willingness to learn.</p> <p>3. Data Protection or willingness to learn.</p>		<b>E</b>   <b>E</b> <b>E</b>
<p><b>Specific skills:</b></p> <p>1. Cleaning (office and or industrial)</p> <p>2. Work on own initiative and able to take instructions</p> <p>3. Communication - ability to use a phone for messaging and calls (and sending emails).</p> <p>4. Training will be given for the above</p>		<b>E</b> <b>E</b> <b>E</b>
<b><u>Position in the Organisation:</u></b>		
<b>Reports to:</b>	Cleaning Manager	
<b>Staff Supervised:</b>	n/a	
<b><u>Working Arrangements and Conditions:</u></b>		
<b>Working Week:</b>	Any 5 out of 7 Monday – Sunday	
<b>Identified Work Base:</b>	Ysgol David Hughes	
<b>Contracted Hours:</b>	15 hrs (3.30pm – 6.30pm)	
<b><u>Language Requirements</u></b>		
<b>Welsh Language Skills</b> (Please see the skills framework attached)		

<b>Listening (Tick One)</b>		Level 1 <input checked="" type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
<b>Reading (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input checked="" type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
<b>Speaking (Tick One)</b>		Level 1 <input checked="" type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
<b>Writing (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input checked="" type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

**English Language Skills** (Please see the skills framework attached)

<b>Listening (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
<b>Reading (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
<b>Speaking (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
<b>Writing (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

**Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document:**

October 2022

## Language Skills - Workplace Assessment Levels

### (i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

### (ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

### (iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

### (iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision