

Internal & External



NEIGHBOURHOOD SERVICES BUILDING CLEANING

RELIEF CLEANER

SALARY: Grade 1 SCP £17,364 pro rata

VARIOUS SITES

CONTRACT: RELIEF/ CASUAL

We are looking for a highly organised, enthusiastic and motivated person to join the Schools cleaning Team.

As the successful candidate you will gain experience working within a busy school/ office environment, be able to assist in the cleaning and maintaining of all Health and Safety Regulations.

Ensure the safe and correct use of all cleaning equipment at all times.

You will be required to abide by all systems and procedures stipulated by the Cleaning Department

For an informal discussion, please contact Cleaning Supervisors on

01633 647718 – 01633 647717

This post is subject to an Enhanced Disclosure Application to the Disclosure & Barring Service.

Application forms and further information can be obtained from and returned to; The Recruitment Team, Floor 4, Civic Centre, Pontypool, Torfaen NP4 6YB or Telephone 01495 742308. E Mail: recruitment@torfaen.gov.uk or alternatively visit the internal website SWOOP to view and download an application form

Closing Date: 12 noon on 7th October 2019

Post Ref: REQ002294-0710



Position Details	
Position Title: CLEANER	
Grade: GRADE 1	
Section: CATERING & CLEANING	Service Area: EDUCATION SERVICES
Responsible To: CLEANING SUPERVISOR BUILDING CLEANING SUPERVISOR	Responsible For:
Office use only	
Job Evaluation ID 0023	Date Issued:

Job Purpose
To ensure, individually or as part of a team, the cleaning of the designated areas to ensure they are kept in a clean and hygienic condition.

Principal Accountabilities and Responsibilities
<ol style="list-style-type: none"> 1. To carry out general cleaning duties as per the Building Cleaning schedules and Written Operating Procedures to the agreed quality standards at all times fully complying with COSHH regulations. 2. To maintain appropriate records and data to provide management information. 3. To be committed to personal professional development, which will support and enhance the provision of the service to customers. 4. To be customer led and focussed in all aspects of the role. 5. To undertake any other duties deemed reasonable to ensure the very highest level of consistent service delivery to all our customers. 6. To recommend improvements to the services offered by Building Cleaning in response to customer feedback. 7. To report defective equipment to the Cleaner Supervisor/Building Cleaning Supervisor and take remedial action where necessary.

Resources/Equipment/Material

To be responsible for the safe operation of equipment within the establishment.

Supervision/Management of People

Knowledge, Skills, Training and Experience

Special Working Conditions

The post may require additional working hours, to cover deep cleans, sickness etc.

General

- To observe confidentiality in all aspects of work.
- To participate in the service area's supervision process and/or Corporate Appraisal process.
- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 2009 procedures and processes.
- To adhere to the terms of the Alternative Working Strategy should the post be eligible.
- To work within the Councils' policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

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PERSON SPECIFICATION

*TORFAEN
COUNTY
BOROUGH*



*BWRDEISTREF
SIROL
TORFAEN*

Position Title: CLEANER	Date: January 2017
For office use only	
Shortlisted By:	
Name of Candidate:	Date:

Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
1.1 BICS Qualification or willingness to achieve this	D		Application Form
1.2 Willingness to achieve other Relevant qualifications	E		Appointment Process
Experience			
2.1 Previous experience of working in a similar environment	D		Application Form
2.2 Previous cleaning experience	E		Application Form
Skills and Abilities			
3.1 Good interpersonal skills	E		Appointment Process
3.2 Able to interact and engage with Customers	E		Appointment Process
3.3 Good Housekeeping Skills	E		Appointment Process
Personal Attributes			
4.1 Self motivated and enthusiastic with a flexible approach to work	E		Appointment Process
4.2 Customer focussed	E		Appointment Process
Circumstances			
5.1 Team Player	E		Appointment

			Process
5.2			
5.3			
Total Short Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria