



## **TRAFFORD COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE: Mobile Cleaner**

**DEPARTMENT: Cleaning & Caretaking Support Services**

**GRADE: Band 1 Point 6 to Point 10 (yearly increment rises)**

**DIRECTLY RESPONSIBLE TO: Cleaning & Caretaking Support Services Manager**

#### **Main Purpose of the Job:**

To undertake, normally as part of a team, the cleaning of designated areas within various schools or other educational premises to ensure that they are kept in a clean condition.

#### **Main Duties:**

The duties will include :-

- (i) The cleaning, washing, sweeping, vacuum cleaning, polishing and dusting of designated areas, (which may include toilets and shower areas) and fixtures and fittings.
- (ii) The emptying of litter bins.
- (iii) The use of necessary powered equipment where appropriate.
- (iv) Participation in all relevant training as required.

All duties must be carried out to comply with :-

- (i) The Health and Safety at Work Policy at all times.
- (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- (iii) Nationally agreed Codes of Practice which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.

All necessary paperwork must be completed.

Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Confidentiality**

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

"Children & Young People's Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".



## PERSON SPECIFICATION

**JOB TITLE :** Mobile Cleaner

**SECTION :** Operational Services for Education (Cleaning & Caretaking Support Services)

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
<b>Vocational Training</b>		Trained in use of cleaning equipment/products  COSHH regulations
<b>Work related experience</b>		Experience in similar work  Experience of cleaning equipment/products
<b>Specialist knowledge</b>		Knowledge of health and safety issues re cleaning equipment/products.
<b>Job related skills</b>	Methodical in approach  Able to follow instructions  Able to provide a quality service  Basic literacy and numeracy skills  Full current driving licence and access to a car	

<b>Personal skills</b>	<p>Self motivated</p> <p>Able to work with minimal supervision</p> <p>Flexible in approach</p> <p>Committed to high standards of work</p> <p>Ability to display a flexible approach to working at different venues at short notice.</p>	
<b>Special working requirements</b>	<p>DBS check required</p> <p>You will be required to wear protective clothing as issued</p> <p>You will be required to adhere to the no smoking policy</p> <p>As this is a mobile post, the post holder will be expected to move to various schools throughout the borough according to service needs and therefore access to a vehicle is required</p>	