

**Job Description**

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| **Department** | **Department of Place – Community Services** |
| **Job Title** | CLEANING OPERATIVE – Schools 1st |
| **Grade** | GRADE A |
| **Primary Purpose of Job** | Ensuring that premises are maintained in a clean and hygienic condition. |
| **Reporting To** | Area Supervisor or Lead Cleaner |
| **Direct Staffing Reports** | N/A |

**Main Duties**

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| **1** | To deliver a cleaning service against an agreed specification. | |
| **2** | To undertake cleaning duties including – mopping, polishing, dusting and vacuuming. Areas to be cleaned include toilets, offices, classrooms, reception areas, corridors etc. | |
| **3** | To safely operate cleaning equipment including the use of floor polishers, scrubbing machines, vacuums and to follow all Health and Safety advice provided. | |
| **4** | To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage and follow all Health and Safety advice provided. | |
| **5** | To order chemicals/consumables as necessary either through a Lead Cleaner or through the requisition system ensuring that stock levels do not fall to an unacceptable level. | |
| **6** | To inform line management of problems actual or potential relating to delivery of cleaning service. | |
| **7** | To promote excellent customer relationship with onsite clients and to be aware of safeguarding and other needs in the workplace. | |
| **8** | To be aware of and practically demonstrate all workplace Health and Safety practises and procedures. | |
| **9** | To carry out any other duties as management require. | |
| **Date Job Description prepared/updated:** | | **May 2022** |
| **Job Description prepared by:** | | **Services for Schools Manager** |

**Person Specification**

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| **Department** | | | **DEPARTMENT OF PLACE – COMMUNITY SERVICES** | | |
| **Job Title** | | | **CLEANING OPERATIVE** | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | Conscientious and positive attitude towards work duties. | | | | Interview |
| 2. | Able to maintain a high standard of work and work to prescribed standards of safety and compliance. | | | | Interview |
| 3. | Capable of completing cleaning tasks such as mopping, vacuuming and bending to clean low level tables. | | | | Application Form |
| 4. | Ability to understand verbal and written instructions and complete council documents. | | | | Application Form / Reading test at interview |
| 5. | Ability to work under own initiative without supervision. | | | | Interview |
| 6. | Ability to work as a member of a team. | | | | Interview |
| 7. | Ability to use cleaning products in accordance with safe working practices. | | | | Interview |
| 8. | Able to represent the service and the Council effectively and to liaise with your line manager and customer to encourage sound relationship. | | | | Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Must be willing to attend training required for post. | | Interview | |
| 2. | |  | |  | |

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| **3. Work Related Circumstances** | | | | | |
| 1. | | Willingness to wear a uniform/protective clothing. | | Interview | |
| 2. | | Capable of standing and walking for medium periods. | | Interview | |
| 3. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | Interview | |
| 4. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | Interview | |
| 5. | | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. | | Interview | |
| 6. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | | Interview | |
| **STAGE TWO** | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | |
| 1. |  | | | |  |
| 2. |  | | | |  |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Previous experience of professional cleaning an advantage. | Application form |
| 2. |  |  |

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| **Date Person Specification prepared/updated** | **May 2022** |
| **Person Specification prepared by** | **Services for Schools Manager** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





