

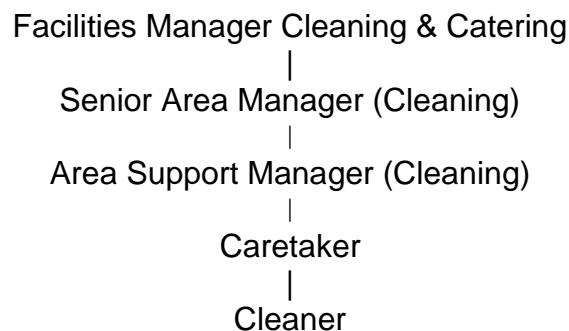
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	NEIGHBOURHOODS
<b>SECTION:</b>	FACILITIES MANAGEMENT
<b>LOCATION:</b>	ST. CUTHBERT'S RC HIGH SCHOOL, ROCHDALE
<b>JOB TITLE:</b>	CLEANER
<b>POST NUMBER:</b>	
<b>Grade:</b>	1
<b>Accountable to:</b>	Caretaker/Cleaner in Charge
<b>Accountable for:</b>	N/A
<b>Hours of Duty:</b>	20 hours per week Monday to Friday. The hours of operation are 2pm-6pm. Hours may be subject to change to meet the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>Appointment to this post is subject to enhanced Disclosure and Barring Service including a barred list check against the child workforce.</p> <p>External candidates applying for this post must be a Rochdale resident who lives within the municipal boundaries of the Borough of Rochdale.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To undertake, individually or as part of a team, the cleaning of designated premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

### **Control of Resources**

#### **Personnel**

N/A

#### **Financial**

N/A

#### **Equipment/Materials**

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships (Internal and External)**

#### **Internal**

Immediate Supervisor, Senior Area Manager, Area Support Manager and designated Officers of the Authority.

#### **External**

Parents/members of the public.

### **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

To undertake the duties as listed below in line with safe working practices.

- Cleaning
- Washing
- Sweeping
- Vacuum Cleaning
- Emptying of litter bins
- Toilet cleaning
- Use of cleaning machinery
- Polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.

## **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Peter Gurney Date 18.08.16

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

## Person Specification

<b>Service :</b>	<b>Neighbourhoods</b>	<b>Post:</b>	<b>Cleaner</b>
<b>Section :</b>	<b>Facilities Management</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	1

### **Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Questions</b>			
1	If you are an external candidate please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale	E	AF
2	Are you willing to take part in ongoing training if required?	E	AF
3	Please give details of your ability to work flexibly to meet the needs of the service	E	AF/I
<b>(b) Qualifications and Experience</b>			
4	Please give details of any previous cleaning experience in a school or a similar building setting	E	AF/I
5	A good standard of English and Maths is needed for this position – please give examples of your ability	E	AF/I
<b>(c) Skills and Knowledge</b>			
6	Please give details of how you are able to contribute and work effectively as a member of a team	E	AF/I
7	Please give an understanding of the importance of health and safety procedures when under taking cleaning duties to meet the required standard	E	AF/I
8	Please give details of your experience of dealing with cleaning chemicals e.g. COSHH	E	AF/I
9	Please give details of your ability to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights & use of machinery (after training)	E	AF/I
<b>(C) Behaviours and Values</b>			
10	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering &amp; Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I