ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	ECONOMY & PLACE
SECTION:	**FACILITIES MANAGEMENT**
LOCATION:	Littleborough Community Primary School, Calderbrook Road, Littleborough
JOB TITLE:	Cleaner
POST NUMBER:	
Grade:	1
Accountable to:	Caretaker, FM Senior Area Manager/Area Support Manager
Accountable for:	N/A
Hours of Duty:	2 x10 hours per week Monday to Friday 3.30pm-5.30pm. Term Time Only and All Year Round. Hours maybe subject to change to meet the needs of the service.
Any Special Conditions of Service:	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. Subject to a Disclosure & Barring Service check

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

Head of Facilities Management & Managed Property Services
|
Senior Area Manager (Cleaning)
|
Area Support Manager (Cleaning)
|
Caretaker
|
Cleaner

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 in the Rochdale Way:

- Proud
- Passionate
- Pioneering & Open

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

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

- Cleaning
- Washing surfaces
- Sweeping/mopping
- Vacuum Cleaning
- Emptying of litter bins
- Toilet cleaning and replenishing
- 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	Julie Mottram	Date	10.03.2026
Agreed by Postholder		Date	
Supervisor		Date	
Service Director		Date	

Person Specification

Service :	**ECONOMY & PLACE**	**Post:**	**Cleaner**
Section :	**Facilities Management**	**Post Number :**	
Job Ref:		**Grade:**	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
	Questions		
1	Are you a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale?	E	AF and I
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)	**Qualifications and Experience**		
1	Please give details of any previous cleaning experience in school or a similar building setting?	E	AF/I
2	A good standard of English and Maths is needed for this position – please give examples of your ability?	E	AF/I
(c)	**Skills and Knowledge**		
1	Please give details of how you are able to contribute and work effectively as a member of a team?	E	AF/I
2	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
3	Please give details of your experience of dealing with cleaning chemicals? e.g. COSHH	E	AF/I
4	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
(C)	**Behaviours and Values**		
5	Approach the job at all times using the values set out in the Rochdale Way: o Proud o Passionate o Pioneering & Open Please confirm you are willing to adhere to these values and behaviours.	E	I, AF
1.	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	**D**	**AF/I**

2.	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	**D**	**AF/I**