

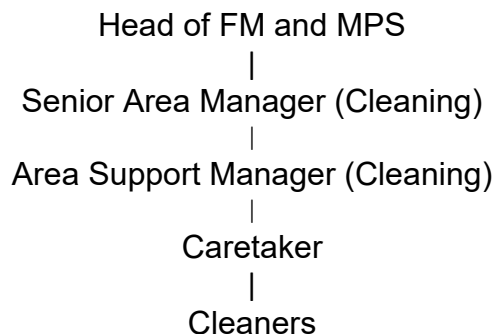
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	ECONOMY AND PLACE
SECTION:	FACILITIES MANAGEMENT
LOCATION:	Oak Haven School, Sutherland Road, Heywood
JOB TITLE:	Cleaner
POST NUMBER:	
Grade:	1
Accountable to:	Caretaker, FM Senior Area Manager/Area Support Manager
Accountable for:	N/A
Hours of Duty:	Your working week will be 15 hours Monday to Friday 2.45pm-5.45pm. This is an all-year-round contract whereby you can only take annual leave when the children are on holiday.
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 External candidates to be eligible to apply for this post you must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale (e.g. your household must pay council tax to Rochdale council)

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 in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

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	<u>Julie Mottram</u>	Date	<u>01.09.2022</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

Person Specification

Service :	Economy and 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.

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

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions			
1	If you are an external candidate, please confirm you are a Rochdale Resident who lives in the municipal boundaries of the borough of Rochdale? (e.g. if your household pays council tax to Rochdale council)	E	AF
(a) Special Working Conditions			
2	Understand and recognise the importance of ensuring a secure and safe environment in relation to safeguarding.	E	AF/I
(b) Qualifications and Experience			
3	Please give details of any previous cleaning experience in school or a similar building setting?	E	AF/I
4	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			
5	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

(d) Behaviours and Values		
14	Approach the job at all times using the values set out in the Rochdale Way: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E AF/I