



## Your job

**Job Title: Cleaner**

**Service: Transport & School Operations**

**Grade: 2**

**Reporting to: Area Supervisor**

Local Kitchen delivers a range of essential services to schools across the borough, including the provision of effective and reliable cleaning services.

As a **School Cleaner**, you will carry out cleaning duties within designated areas of a school, ensuring agreed standards of cleanliness and hygiene are consistently met. All work must be undertaken in compliance with Health and Safety requirements, including COSHH regulations.

You will complete your duties at 18:30 (18:00 on Friday). In the absence of the school caretaker, you will be responsible for securing the school at the end of the day.

You are expected to follow council and school policies and procedures related to child protection, site security, and confidentiality, and to report any concerns promptly to senior school representatives.

You will operate in line with the council's Team Wigan Behaviours and values, which underpin the new era 'Progress with Unity' plan (2024) - an innovative movement for change for the next decade.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Complete all mandatory and essential training for the role.

On an ongoing basis you will:

- Perform duties in line with H&S regulations and COSHH, ensuring your own personal safety and that of others.
- Operate domestic and/or industrial cleaning equipment and materials, following relevant training.
- Undertake basic record keeping.
- Refill or replace consumable items and maintain adequate supplies of all chemicals and consumables to predetermined correct stock levels.
- Collect and dispose of waste.
- Report faulty equipment and other maintenance requirements to the caretaker.
- Undertake specialist cleaning programmes during school closures or other designated periods.
- Comply with relevant quality assurance standards and adhere to the policies and procedures of the school and the service.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- Be available to attend meetings for example Listening into Action, Staff Engagements and take part in staff surveys and My Time.
- Work flexibly around the school day to meet the needs of the school including evenings and weekends if required.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## In this job you will need:

You must be able to demonstrate the following essential requirements:

- Understanding of the principles of good customer care.
- Knowledge of cleaning principles.
- A willingness to undertake training relevant to the job.
- Basic numeracy and literacy skills and good level of oral and written skills.
- Good communication skills.
- To have a passion to do your best.
- To be able to lift heavy equipment.
- Ability to use your initiative and without supervision, at times on your own and as part of a team.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”