Isle of Anglesey County Council

Job description / Person specification

Part A

Job title: Cleaner in Charge

Post number:

Service / Section: Property

Grade: 2

Overall job purpose

To deliver a cleaning service within the Council's schools property portfolio, including ad hoc, relief and deep cleaning across the county's schools. Creating conditions for building users to achieve their long term potential and assisting building managers to maintain places we can be proud of.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main duties / responsibilities

1. Review and clean in accordance with each sites cleaning Service Level Agreement, liaising with the building manager or cleaning manager about any specific cleaning needs on that day.
2. Allocate cleaning duties to members of the cleaning team as required on that day.
3. Work with the cleaning team to allocate and re allocate cleaning tasks and make judgements to prioritise duties depending on the schools requirements.
4. Unlocking of entrance doors and all doors half an hour before the morning opening of the establishment. Setting and un-setting of Burglar alarm, and attend call outs to the alarm as required. Opening and closing of building during holidays and weekends for building contractors.
5. Clean; (dusting, polishing, sweeping, vacuuming, mopping) all specified areas in each building. Thoroughly disinfect high touch frequency areas such as toilets, kitchens, sinks, tables, desks, chairs, door plates and handles. Cleaning shift is at the end of the school day, some cleaning required in school Holidays for deep cleaning.
6. To use/ operate equipment in line with the Health and Safety at Work Act 1974 and report any defects to the cleaning Manager. To demonstrate how to use equipment to other staff.

7. Be responsible for own Health and safety as well as other staff and building users when necessary.
8. Provide training to new employees in cleaning and basic health and safety.
9. Remove waste to designated waste disposal area and ensure waste receptacles are disinfected/cleaned as appropriate.
10. Replenish staff kitchen and bathroom areas with consumable items e.g. toilet paper, hand towels, handwash etc.
11. Work with the cleaning manager to order cleaning materials as and when required.
12. Note and report stock and cleaning equipment replenishment needs to the Area Cleaning Manager.
13. Carry out heavy cleansing tasks and special cleaning projects, e.g. floor polishing, vaulted ceiling/ high reach cleans, glass cleaning, deep cleans, post building/ remedial work cleans and post event cleans.
14. Record and notify Property Team of any noted repair needs.
15. Deal with or report to the Building Manager and Cleaning Manager any slip, trip or fall hazards, any access, egress hazards, fire hazards in properties.
16. You will be required to keep accurate records of attendance and timekeeping, including sickness and carrying out return to work interviews.
17. Undertake ad hoc caretaker / cleaning duties across the council's property portfolio, including key holder duties, yard maintenance and litter picking etc.

Any other duties reasonably required and relevant to the successful delivery of the facilities / cleaning service.

Person specification

Education and training **The minimum educational requirements / Professional or vocational qualifications for this post:**	**Essential (E)** **Desirable (D)**

Any specific training required for the post including certification:		**Essential (E)** **Desirable (D)**
1.	Full clean driving license	D
2.	First Aid	D

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Key competence requirements Job related knowledge:		Essential (E) Desirable (D)
1.	Health & Safety (manual handling, fire safety, safe access and egress of buildings, COSHH, hygiene and blood borne diseases) or willingness to learn within 6 months.	E
2.	Safeguarding (particularly in relation to children) or willingness to learn within 6 months	E
3.	Data Protection or willingness to learn within 6 months.	E

Specific skills:		Essential (E) Desirable (D)
1.	Cleaning (office and/or industrial)	E
2.	Work on own initiative and able to take instructions	E
3.	Communication - ability to use a phone for messaging and calls (and sending emails)	E
4.	Able to deal calmly with difficult situations	E
5.	Manage Staff to undertake cleaning duties	D
6.	Enhanced DBS	E

Position in the organisation

Reports to: Cleaning Manager

Staff supervised: Cleaners

Working arrangements and conditions

Working week: Monday - Friday

Identified work base: Ysgol Rhoscolyn

Contracted hours: 17.75 hours per week (40 weeks per year)

Language requirements

Welsh language skills (please see the skills framework attached)

Skill	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening (Tick one)	☐	☒	☐	☐	☐	☐
Reading (Tick one)	☐	☒	☐	☐	☐	☐
Speaking (Tick one)	☐	☒	☐	☐	☐	☐
Writing (Tick one)	☐	☒	☐	☐	☐	☐

English language skills (please see the skills framework attached)

Skill	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening (Tick one)	☐	☐	☐	☒	☐	☐
Reading (Tick one)	☐	☐	☐	☒	☐	☐
Speaking (Tick one)	☐	☐	☐	☒	☐	☐
Writing (Tick one)	☐	☐	☐	☒	☐	☐

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: July 2024

Language skills – Workplace assessment levels

(i) Listening

Level	Definition
0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

Level	Definition
0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

Level	Definition
0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing

Level	Definition
0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision

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