# Isle of Anglesey County Council

## Job description / Person specification

## Part A

**Job title:** Cleaner – Ysgol Llanfairpwll

**Post number:**

**Service / Section:** Property

**Grade:** 1

## Overall job purpose

To deliver a cleaning service within the Council's property portfolio; to include cleaning, relief and deep cleaning in 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.*

*In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete* ***Group A*** *(mandatory e-learning). In addition, the post holder will need to ensure that they comply with the requirements of the below level of training in accordance to the Safeguarding Training Framework.*

*Group B* ☐
*Group C* ☐
*Group D* ☐
*Group E* ☐
*Group F* ☐

*For guidance on above Safeguarding levels, visit: https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards*

## Main duties / responsibilities

1. Review and clean in accordance with the sites cleaning Service Level Agreement, liaising with the building manager or cleaner in charge about any specific cleaning needs on that day.

2. 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.
3. Remove waste to designated waste disposal area and ensure waste receptacles are disinfected/cleaned as appropriate.
4. Replenish kitchen and bathroom areas with consumable items e.g. toilet paper, hand towels, handwash etc.
5. Note and report stock and cleaning equipment replenishment needs to the Cleaning Manager.
6. 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.
7. Record and notify Property Team of any noted repair needs.
8. Deal with or report to the Building Manager / Cleaner in Charge any slip, trip or fall hazards, any access, egress hazards, fire hazards in properties.
9. 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**<br>**The minimum educational requirements / Professional or vocational qualifications for this post:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| | |
| | |

| **Any specific training required for the post including certification:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| 1. Full clean driving license | D |
| | |

| **Key competence requirements**<br>**Job related knowledge:** | **Essential (E)**<br>**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 | E |

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| Key competence requirements<br>Job related knowledge: | Essential (E)<br>Desirable (D) |
|---|---|
| 2. Safeguarding (particularly in relation to children) or willingness to learn. | E |
| 3. Data Protection or willingness to learn. | E |

| Specific skills: | Essential (E)<br>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 |
| Training will be given for the above | |

## Position in the organisation

**Reports to:** Cleaning Manager

**Staff supervised:** n/a

## Working arrangements and conditions

**Working week:** Monday - Friday

**Identified work base:** Ysgol Llanfairpwll

**Contracted hours:** 12.5 hours per week (40 weeks per annum)

## 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**<br>(Tick one) | ☐ | ☒ | ☐ | ☐ | ☐ | ☐ |
| **Reading**<br>(Tick one) | ☐ | ☒ | ☐ | ☐ | ☐ | ☐ |
| **Speaking**<br>(Tick one) | ☐ | ☒ | ☐ | ☐ | ☐ | ☐ |
| **Writing**<br>(Tick one) | ☐ | ☒ | ☐ | ☐ | ☐ | ☐ |

**English language skills** (please see the skills framework attached)

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| 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:** June 2024

## Part B

**Part A and Part B need to be completed fully for job evaluation assessment**

**Further knowledge, skills and competencies required for job evaluation assessment (can also be assessed during interview):**

## Financial resources

**Level:** n/a

**Indicative value:** n/a

## Physical resources

| Description | Value |
|---|---|
| **Land and buildings – Number/area** | £ |
| **Plant/Vehicles/Equipment – Number** | £ |
| **Information systems – Number/volume** | £ |

## Delegation

## Demands within the job

| Element | Demands |
|---|---|
| **Physical demands:** | Must be able to carry out physical aspects of the post. Considerable physical effort required to deliver and carry materials and equipment to sites and periodic requirements for very high physical effort.<br><br>Responsible for standard of cleanliness in Council buildings. |
| **Mental demandsl:** | Able to work on own innovate. Able to plan and execute method of work in accordance with task undertaken. |
| **Emotional demands:** | |

## Normal work location

- ☒ Normally based at Ysgol Llanfairpwll
- ☐ Office based but with some site/home/meeting visits
- ☐ Role involves substantial travelling with occasional visits to identified work base

## Business travel

- ☐ No business travel
- ☐ Some business travel. Postholder may be called upon to provide own vehicle
- ☒ Some business travel. Council vehicle may be provided to postholder
- ☐ Postholder employed as driver/required to operate specialist machinery

## Exposure to disagreeable working conditions

**Environmental:**

- ☐ Minimal/Normal office environment
- ☒ Some
- ☐ Significant

**Aggressive/Difficult clients:**

- ☐ Minimal
- ☒ Some
- ☐ Significant

## Other conditions

**DBS check required:**

- ☒ Enhanced
- ☐ Standard
- ☐ Not applicable

## Work flexibilities/Restrictions

**Politically restricted post:**

- ☐ Yes
- ☒ No

**Home/Mobile phone provided:**

- ☐ Yes

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- ☒ No

**Protective clothing provided:**

- ☒ Yes
- ☐ No

# 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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