# Proffil Swydd/Job Profile

## Teitl y Swydd – Goruchwylydd Glanhau
## Post Title – Cleaning Supervisor

| | |
|---|---|
| Adran | Cyfarwyddwr Lle a Seilwaith |
| Department | Place & Infrastructure |
| Is-Adran/Adain | Gwella a Thrawsnewid Gwasanaethau |
| Division/Section | Service Improvement & Transformation |
| Gradd/Grade | C + 4% |
| Rhif y Swydd/Post Number | Various |
| Paratowyd Gan/Prepared by | Caryl Williams |
| Dyddiad Paratoi/Date prepared | Awswt/August 2024 |

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

| **Prif Ddiben y Swydd** |
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| Cynorthwyo'r Rheolwr Ardal – Glanhau i ddarparu gwasanaeth glanhau o safon uchel yn y modd mwyaf effeithlon a chost-effeithiol. |
| **Prif cyfrifoldebau** |
| Cynorthwyo'r Rheolwr Ardal – Glanhau i sicrhau bod digon o staff a staff wrth gefn ar gael<br>Cynorthwyo i ddarparu hyfforddiant staff<br>Cynorthwyo'r Rheolwr Ardal – Glanhau i sicrhau y cwblheir y gofrestr presenoldeb a hysbysu'r rheolwr llinell am unrhyw broblemau yn ymwneud â pheidio â chadw amser.<br>Llenwi taflenni amser<br>Archebu deunyddiau a'u dosbarthu i'r staff<br>Sicrhau bod offer a deunyddiau yn cael eu storio'n gywir<br>Cynorthwyo'r Rheolwr Ardal – Glanhau i sicrhau y cydymffurfir â pholisïau'r Cyngor e.e. gweithdrefnau Damweiniau, Salwch.<br>Rhoi gwybod am beiriannau sydd â nam arnynt<br>Cynorthwyo'r Rheolwr Ardal – Glanhau i fonitro safon glanweithdra a hysbysu'r rheolwr llinell am unrhyw broblemau ar y safle. |
| **Yn gyfrifol am staff/offer** |
| Staff Glanhau yn y sefydliad / Ysgol. Yn gyfrifol am sicrhau bod Cynorthwyo'r Rheolwr Ardal yn cael gwybod am unrhyw offer diffygiol ar unwaith |
| **Yn atebol i** |
| Cynorthwyo'r Rheolwr Ardal |

## Meini Prawf Hanfodol

**Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno**

Amherthnasol

**Y sgiliau sy'n ymwneud â'r swydd a Galluoed**

Wedi cwblhau hyfforddiant mewnol

Sgiliau goruchwylio pobl

Hyblygrwydd

Sgiliau da o ran cyfathrebu ac ymwneud ag eraill

**Gwybodaeth**

Gwybodaeth am brosesau ac arferion mewnol

**Profiad**

Profiad perthnasol o oruchwylio tîm glanhau

Profiad gweithredol o lanhau

Gallu dangos bod gennych brofiad o arwain tîm

**Rhinweddau personol**

Y gallu i gymell pobl eraill

Brwdfrydedd ac ymroddiad o ran darparu gwasanaeth o safon

Y gallu i ymateb yn effeithiol mewn amgylchedd gwaith heriol a sgiliau trefnu da

Rhifedd a Llythrennedd

## Meino Prawf Dymunol

Asesydd Cymwysedig BICS (Sefydliad Prydeinig Gwyddor Glanhau) neu'n astudio ar gyfer y cymhwyster hwnnw.

Gwybodaeth am safonau gwasanaeth glanhau

Gwybodaeth am Ddeddfwriaeth Iechyd a Diogelwch

| **Sgiliau Iaith /Cyfathrebu** |
|---|

Cliciwch ar y ddolen - Pa lefel ydych chi?

| | | |
|---|---|---|
| Cymraeg | **Sgiliau Llafar Lefel 1** | **Sgiliau Ysgrifennu Lefel 1** |
| Saesneg | **Sgiliau Llafar Lefel 4** | **Sgiliau Ysgrifennu Lefel 3** |
| Arall (nodwch) | | |

| **GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)** |
|---|
| Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon<br><br>Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**<br><br>Adran B – y math o weithlu **Y gweithlu plant**<br><br>Adran C – A yw'n ofyniad<br>ar gyfer adnewyddiadau DBS 3 blynedd neu<br>DBS wedi cofrestru ar y gwasanaeth diweddaru **Nage** |

| **Y RHESWM** |
|---|
| Gweithio mewn ysgol |

| **UNRHYW WYBODAETH ARALL**<br>Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon. |
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| |

| **Main Purpose of Job** |
| --- |
| To assist the Area Cleaning Manager in the provision of a high quality cleaning service in the most efficient and cost effective manner |
| **Key responsibilities** |
| To assist the ACM in ensuring adequate staffing levels and relief cover<br>To assist in the provision of staff training<br>To assist the ACM in ensuring that the attendance register is completed and notify line manager of any bad time keeping problems<br>Completing timesheets<br>Ordering materials and distributing to staff<br>Ensure that equipment and materials are stored correctly<br>To assist the ACM in ensuring that Council policies are adhered to e.g. Accident, Sickness procedures<br>Reporting faulty machinery<br>To assist the ACM monitoring the standard of cleanliness and to notify line manager of any site problems. |
| **Responsible for staff/equipment** |
| Cleaning Staff at the establishment / School. Responsible to ensure any faulty equipment is reported to ACM immediately |
| **Reporting to** |
| Area Cleaning Manager |

## Essential Criteria

**Qualifications, Vocational training and Professional Memberships**

Not applicable

**Job Related Skills and Competencies**

In house training completed

People supervisory skills

Flexibility

Good interpersonal/communication skills

**Knowledge**

Knowledge of in house processes and practices

**Experience**

Relevant experience of Supervising a Cleaning Team

Operational cleaning experience

Proven Team Leader experience

**Personal qualities**

Ability to motivate others

Enthusiastic and committed approach to providing a quality service

Ability to respond effectively in a demanding work environment and good organisational skills

Numeracy and literacy

## Desirable Criteria

BICS Qualified Assessor or working towards

Knowledge of cleaning service standards

Knowledge of Health and Safety Legislation

## Language and Communication Skills

**Click on the link** What level are you?

| | | |
|---|---|---|
| Welsh | **Spoken Level 1** | **Written level 1** |
| English | **Spoken Level 4** | **Written level 3** |
| Other (please State) | | |

## DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

**Section A – type of disclosure** **Enhanced Disclosure with Barred list check**

**Section B – workforce type** **Child Workforce**

**Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **No**

## JUSTIFICATION

Working in a school

## ANY OTHER INFORMATION

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.