CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Cleaner-in-Charge**
Position Number:	**MCC3669**
JE Code:	**LES009**
Service:	**Catering and Cleaning**
Location/Work Base:	**Sennybridge School**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade:	**Grade 2** **Point 3** **£25,614 per annum pro rata** **£13.27 per hour**

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour.

Contracted hours:	**29 hours, Permanent**
Reporting to:	**Mobile Cleaning Support**
Responsible for:	None

Summary

About the role:

To provide a front line service in line with Powys Council policies and procedures

Responsible for the day to day opening, closing and security of the establishment

To be an out of hours key holder for responding to emergency call outs and arranged opening – closing for contractors

Responsible for cleaning a given area to the required specification by efficient use of the labour available. In addition the postholder may be responsible for supervising other cleaning personnel dependant on local arrangements

About you:

A good team player
Will need to be flexible in their approach to work
Ability to work alone when required
Excellent communication skills

If you have any questions about the role, please contact:

Caroline Meredith
Area Operational Supervisor South
07748932114
01874612190

Your responsibilities will be:

To provide a front line service in line with Powys Council policies and procedures
Responsible for the day to day opening, closing and security of the establishment
To be an out of hours key holder for responding to emergency call outs and arranged opening – closing for contractors
Responsible for cleaning a given area to the required specification by efficient use of the labour available. In addition the postholder may be responsible for supervising other cleaning personnel dependant on local arrangements

Principal Responsibilities:
1. Cleaning of floor areas by the means of vacuuming, machine polishing, machine scrubbing, wet/dry sweeping/mopping
Cleaning of furniture, appliances, sinks and work surfaces, skirting's, ledges and sills
Cleaning of toilet areas, w.c. pans, urinals, hand basins, mirrors and dispensers
Removing of dirty marks from walls, doors and internal windows up to head height
Removing of cobwebs and dust up to 2.2m

2. Replenishing toilet tissue, hand towels, soap as required
Emptying of recycling / waste bins (following local arrangements for recycling) and cleaning of these bins, replenishing litter bin bags
Removing any recycling / waste to the refuse compound and storing correctly ready for collection Assisting with moving of furniture as requested
3. Ensure the premises are locked and unlocked to the times specified on a daily basis
Ensure the premises are locked and unlocked to the times requested outside the operational day.
All premises are left secure with windows, doors locked and alarms set

4. Completing on site documentation as required. Completing all necessary paperwork and sending to the office as required. Recess cleaning of: walls, floors, internal windows and doors, furniture, fittings, window ledges and work surfaces

5. Ensure a good standard of work by:

- reporting damaged/broken items to Head of establishment and Cleaning Mobile Support reporting blocked drains to Head of establishment and Cleaning Mobile Support reporting damaged windows to Head of establishment and Cleaning Mobile Support observing and adhering to health and safety
- following procedures for correct use of chemicals

- ensure a safe working environment

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advise and instructions.

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Desirable

- Experience in cleaning
- Experience in security of buildings
- Experience in the use of cleaning equipment

Knowledge

Essential

- Understanding of contamination
- Of Health & Safety

Desirable

- Understanding of chemicals, usage and storage

Qualifications and Training

Essential

- Ability to complete in house training on machinery and chemicals

Personal Qualities

Desirable

- Good communication and interpersonal skills
- Good team worker

Skills

Desirable

- Ability to complete all necessary paperwork

Other Requirements

Essential

Desirable

Welsh language skills are desirable

Recruiting manager: Cheryl Leighton

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 20/12/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 24/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 31/12/2026.

We wish you luck with your application.