**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

|  |  |
| --- | --- |
| Job Title: | Cleaner |
| Salary: | £22,366 pro-rata, per annum (equivalent to £11.59 per hour) |
| Grade: | 1 |
| Hours: | As per contract of employment |
| Team: | Cleaning |
| Service Area: | Property and Facilities  |
| Primary Location: | As per contract of employment |
| Budget responsibility: | N/A  |
| Responsible to: | Site Manager / Supervisor / Caretaker  |
| Responsible for: | N/A  |
| Political Restricted Post: | N/A  |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.To carry out cleaning duties in all areas of your designated location to ensure high standards of cleanliness and the provision of a safe environment for all.This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.Work in accordance with the County council values and behaviours. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* Suction cleaning of carpeted areas
* Mop sweeping of hard floors
* Damp mopping of hard floors as required
* Clean toilet, urinals, washbasins
* wet mop floors daily
* General dusting to include desks, furniture, chairs and ledges
* Machine buff (if trained) hard floors as necessary
* High level dusting (appropriate equipment will be supplied)
* Replenish disposable products and clean dispensers
* Ensure that equipment is used and stored in the appropriate manner.
* Ensure that cleaning materials are used correctly to the manufactures recommendations and stored appropriately.
* Report any incidents of damage or vandalism to the Site manager or Supervisor
* Undergo ‘on the job’ training to develop a high level of cleaning skills.
* Carry out all duties with due regard to Health & Safety in all matters
* To lock, unlock and secure the building as required (and set alarm if required) keeping keys safe and secure
* Ensure that you sign in and out of each location using signing in book on a daily basis
* Wear your Personal Protective Equipment (PPE) provided for all relevant tasks

Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Reliable/Good time keeping | I/A |
| Works well on own or within a team | I/A |
| Great customer service  | I |
| Works to a high standard | I |
| Previous cleaning experience  | I/A |
| Good communicator | I |
| Desirable Criteria | Assessed By: |
| BICS British Institute of cleaning science certificate  | A/D |
| Unlocking and locking setting alarms  | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [x]  | Other (please specify): Some of our posts may be subject to a Criminal Records Check depending upon your location of work. Your line manager will inform you of the role requirement. |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
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| [x]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [x]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [x]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [x]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [x]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [x]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [x]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| --- | --- |
| [ ]  | Other (please specify):  |

April 2022