Job Description



County Borough Council

	Regeneration and Community Services Directorate						
Post Title	Cleaning Operative						
Post Number	Various	Grade	3				
Base	Various	Hours	Various				
Car User Allowance	N/A	Disclosure	Enhanced				
Contact	Tina Aplin	Updated	Jan 2022				
Politically Restricted	⊠ No						
* The position is politically restricted within the provisions of the Local Government and Housing Act							

ed within the provisions of the L 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Assistant Team Leader Building Cleaning

Responsible for: Maintaining cleaning standard of any identified area.

Principal Accountabilities

- To clean any designated area to a set standard by the use of chemicals, equipment and machinery. 1.
- Maintain your cupboard, equipment and machinery by cleaning and correct storage after use. 2.
- Report immediately any machine faults or health and safety concerns. 3.
- 4. Place orders when you require replacement chemicals or equipment.
- 5. Liaison with Site Manager.
- Any other duties, which may be considered appropriate. 6.

- 7. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
- 8. To adhere to the principles of the Corporate Equality Policy and ensure commitment to antidiscriminatory practice.





1. Qualifications & experience

Assessment Method

Qualifications/relevant experience	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Good standard of literacy	Essential	\checkmark			\checkmark
Cleaning experience	Desirable	\checkmark			
Knowledge/Skills					
Able to work as part of a team and using own initiative	Essential	\checkmark	\checkmark		
Good standard of communication	Essential	\checkmark	\checkmark		\checkmark
COSHH and basic Health and Safety	Desirable	\checkmark			
Must be willing to attend training	Essential		\checkmark		\checkmark
Must be willing to make decisions when required	Essential	\checkmark	\checkmark		\checkmark

2. Welsh Language Requirements (please select one of the following)			Essential / Desirable	Application Form		Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).			Desirable	~		\checkmark		\checkmark
Level 0	Level 1 Entry	Level Foundat	•	vel 3 nediate	Leve Advan	••• –	evel 5 oficiency	

	Level 0	Entry	Foundation	Intermediate	Advanced	Proficienc
Listening/Speaking	\boxtimes					
Reading/Understanding	\boxtimes					
Writing	\boxtimes					

Please see "<u>Welsh Language Skills Guidelines</u>" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Must be prepared to be flexible on occasion regarding shift times	Essential		\checkmark		\checkmark

 4. Personal Competencies All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme. 				Assessment Method	
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance		\checkmark		\checkmark
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary		✓		\checkmark
	Sees tasks through to completion whenever possible		\checkmark		\checkmark
	Seeks help if workload becomes unmanageable		\checkmark		\checkmark
	Uses initiative to report issues that arise that impact on others				\checkmark

				Assessment Method	
Торіс	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				\checkmark
	Understands that changes are needed if things are to be improved				\checkmark
	Finds new and creative ways of doing things better				\checkmark
	Actively seeks to develop own skills and knowledge		\checkmark		\checkmark
	Learns from mistakes & welcomes constructive feedback				\checkmark

		Assessment Method				
Торіс	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching	
Providing Excellent Customer	Recognises the importance of high standards of customer service		~		\checkmark	
Service	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				\checkmark	
	Understands the links between own professionalism and the possible impact on the Authority's image				\checkmark	
	Has a professional attitude that sets an example to colleagues		~		\checkmark	
	Takes pride in own work and that of colleagues		\checkmark		\checkmark	
	Is respectful, courteous and helpful at all times		\checkmark		\checkmark	

		Assessment Method				
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching	
Team Working	Reacts constructively to others' suggestions and requests				\checkmark	
	Recognises potential value of others' opinions and actively seeks their contributions		~		\checkmark	
	Asks for help when necessary				\checkmark	
	Actively seeks to help others				\checkmark	
	Is aware of the impact of own behaviour on others		✓		\checkmark	

		Assessment Method					
Торіс	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching		
Communicating	Adapts content and style to help others understand				\checkmark		
	Makes sure that people are regularly informed				\checkmark		
	Uses appropriate language, gestures and tone when talking with others				\checkmark		
	Checks others have understood & seeks advice when necessary				✓		
	Actively seeks to improve all forms of communication with others				\checkmark		
	Communicates professionally by using formal channels appropriate to the situation	\checkmark	\checkmark		\checkmark		