

**MONMOUTHSHIRE COUNTY COUNCIL
REGENERATION & CULTURE**

FACILITIES UNIT

- POST:** Cleaning and Hygiene Operative
- POST NO:** RFC006101
- LOCATION:** Undy Primary School 39 weeks in Term plus 3 weeks out of term cleaning
- GRADE:** Band A SCP 5 - 9 (£13,500 – £14,075) Pro Rata
SCP 5 = £6.9974 Per Hour
- HOURS:** 10.00 hrs per week
Mon-Fri (2.00 hrs per day)

We are seeking to fill the following cleaning vacancy in the Undy area.

Duties will include ensuring that the building is maintained to a high level of hygiene and cleanliness.

The successful candidate will be required to undertake cleaning tasks such as washing floors and walls, sweeping, vacuuming, dusting and emptying of litter bins.

Holidays are only to be taken in term time.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and therefore an Enhanced Disclosure Check will be required prior to confirmation of appointment.

If you have any specific queries regarding the post please contact Operations Manager- Jan Baldwin on 07831 168572

Closing Date: 12 noon on 23rd January 2015

Please note that we are not able to accept CVs

Application forms can be obtained from: -

- www.monmouthshire.gov.uk
- Via email to: employeeservices@monmouthshire.gov.uk

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

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JOB DESCRIPTION

DEPARTMENT:	Facilities Unit
POST:	Cleaning and Hygiene Operative
POST NO:	RFC 006101
LOCATION:	Undy Primary School 39 weeks in Term plus 3 weeks out of term cleaning
GRADE:	Band A SCP 5 - 9 (£13,500 – £14,075) Pro Rata SCP 5 = £6.9974 Per Hour
HOURS:	10.00 hrs per week Mon-Fri (2.00 Hours per day)
RESPONSIBLE TO:	Facilities Unit Manager

JOB PURPOSE:

To ensure that all Monmouthshire County Council buildings are maintained to a high level of hygiene and cleanliness.

Job outline – main duties:

- **To complete cleaning tasks of washing floors and walls, sweeping, emptying litter bins, polishing and dusting.**
- **To undertake the cleaning of sanitary areas.**
- **To safely operate vacuum cleaners and polishing/scrubbing machines.**
- **To ensure that adequate stock of cleaning materials are maintained.**
- **To report all faults of cleaning equipment to the supervisor.**
- **To ensure the correct use of chemicals at all times.**
- **To achieve BICSc Part One qualification (for which training will be given).**
- **To work as a member of Monmouthshire's Facilities Unit at any site.**
- **To undertake any necessary training for the post.**
- **To observe any requirements outlined by the Monmouthshire Facilities Unit Quality Procedural Manual in relation to quality standards.**
- **To observe Health and Safety regulations, as laid down by the authority to ensure the safety of themselves and others.**
- **Holidays are only to be taken in term time.**

- To abide by the principals and practice of equal opportunity as laid down in the Councils Equal Opportunities Policy.

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PERSON SPECIFICATION

DEPARTMENT: Facilities Unit
POST: Cleaning and Hygiene Operative
POST NO: RFC 006101

The successful candidate must be able to demonstrate:

- **Previous cleaning/ hygiene experience.**
- **The ability to communicate effectively and efficiently.**
- **Flexibility and versatility in order to work under pressure and meet the required standards.**
- **A commitment for achieving the BICSc (Part One) qualification if not already achieved (full training will be given).**
- **The ability to work as part of a team.**
- **The ability to ensure the safety of themselves and others at all times.**
- **Willingness to follow all Monmouthshire Facilities Unit procedures, policies and apply appropriately.**
- **Willingness to undertake and put into practise Health and safety procedures to comply with legislation.**
- **Willingness to abide by the councils Equal Opportunities Policy including undertaking appropriate equality awareness training.**
- **Willingness to undertake any training appropriate to the post as and when appropriate.**