

## ROLE ADVERT

**ROLE TITLE:** Cleaning & Hygiene Operative (Temporary)

TEMPORARY to August 31st 2022

**POST ID:** L23041079

**GRADE:** BAND A SCP 1-3 (£17,842 - £18,562) pro rata

Term time only and 15 days during school holidays.

**SALARY:** £17,842 - £18,567 - per annum (pro-rata)

**HOURS:** 12.5 Per Week, 41 Weeks per year

**WORK PATTERN:** Mon – Fri 3.30pm-6pm (plus 15 days across the holidays)

**LOCATION:** Overmonnow Primary School, Monmouth

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check:

An Enhanced with Children Barred List Check

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable

**SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

**PURPOSE OF POST:**

We are seeking to fill the following cleaning vacancy at Overmonnow Primary School

Duties will include ensuring that the buildings are 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.

**Should you require any further information regarding this post, please contact:**  
Jo Child Tel: 01600 713458 or email [jochild@monmouthshire.gov.uk](mailto:jochild@monmouthshire.gov.uk)

**Closing Date: Friday 08 October 2021, at 12 noon.**

**Please Note that we are not able to accept CV's**

**To apply for this post please complete an application form via Monmouthshire County Council: [Jobs & Employment - Monmouthshire](#)**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## Job Description

**ROLE TITLE:** Cleaning & Hygiene Operative (Maternity)

TEMPORARY to August 31st 2022

**POST ID:** L23041079

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Term time only and 15 days during school holidays.

**SALARY:** ££17,842 - £18,567 - per annum (pro-rata)

**HOURS:** 12.5 Per Week, 41 Weeks per year

**WORK PATTERN:** Mon – Fri 3.30pm-6pm (plus 15 days across the holidays)

**LOCATION:** Overmonnow Primary School, Monmouth

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check:

An Enhanced with Children Barred List Check

**WELSH LANGUAGE ASSESSMENT:**

**SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

**SAFEGUARDING:**

Child and Adult Safeguarding key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

**Our Purpose: -**

As a school we operate in line with our motto, that being “Every Child Matters, Every Moment Counts”. Part of this is to ensure the pupils’ attendance at school is in an environment fit for purpose.

**The Purpose of this Role: -**

To ensure that the building is maintained to a high level of hygiene and cleanliness

**Expectation and Outcomes of this Role: -**

To take pride in the environment of the school, have high expectations of cleanliness, demonstrate flexibility and work effectively as part of a team.

**Your responsibilities are to: -**

- 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 is maintained.
- To report all faults of cleaning equipment to the caretaker.
- To ensure the correct use of chemicals always.
- To undertake any necessary training for the post.
- To observe Health and Safety regulations, as laid down by the authority to ensure the safety of themselves and others.
- To abide by the principals and practice of equal opportunity as laid down in the Councils Equal Opportunities Policy.

**Here’s what we can provide you with: -**

- You will be provided with necessary in-house training opportunities.
- Ongoing support and development opportunities.
- Working with a strong team of cleaning staff and the whole school community of staff

**In addition:**

All employees are responsible for ensuring that they always act in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

**Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated: -**

- 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.
- 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 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 council's Equal Opportunities Policy including undertaking appropriate equality awareness training.
- Willingness to undertake any training appropriate to the post as and when appropriate.

**Should you require any further information regarding this post, please contact:  
Jo Child [jochild@monmouthshire.gov.uk](mailto:jochild@monmouthshire.gov.uk)**

**Closing Date: 12 Noon Friday October 08, 2021**

## WELSH LANGUAGE SKILLS FRAMEWORK

### LEVEL 1

*Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.</li> </ul>

### LEVEL 2

*Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>

**LEVEL 3**

*Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.*

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

**LEVEL 4**

*Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.*

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>

**LEVEL 5**

*Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.*

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>

## HYSBYSEB RÔL

**TEITL Y SWYDD:** Gweithiwr Glanhau a Hylendid (Parhaol)

**CYFEIRNOD SWYDD:** L23041079

**GRADD:** BAND A SCP 1-3 (£17,842 - £18,562) pro rata

**ORIAU:** Hyd at 12.5 awr yr wythnos yn ystod term ysgol (a rhai oriau yn ystod gwyliau'r ysgol)

**LLEOLIAD:** Ysgol Gynradd Overmonnow

**ASESIAD O'R GYMRAEG** Sgiliau yn y Gymraeg yn ddymunol

**PWRPAS Y SWYDD:**

Dymunwn lenwi'r swydd lanhau wag ddilynol yn Ysgol Gynradd Overmonnow.

Bydd y dyletswyddau yn cynnwys sicrhau y caiff yr adeilad ei gadw i lefel uchel o hylendid a glanweithdra.

Bydd yn ofynnol i'r ymgeisydd llwyddiannus wneud tasgau glanhau megis golchi lloriau a waliau, ysgubo, defnyddio peiriant sugno llwch, tynnu llwch a gwagu biniau sbwriel.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Jo Child - [jochild@monmouthshire.gov.uk](mailto:jochild@monmouthshire.gov.uk)

**Dyddiad Cau: 12pm 08/10/2021**

**Gofynnir i chi nodi na allwn dderbyn CV**

**Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:**

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad canlynol:

Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, CIL-Y-COED, Sir Fynwy.  
NP26 9AN

Mae apwyntiad i'r swydd hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwy a bydd angen Gwiriad Datgeliad Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu Dim Ysmygu yn y Gweithle.



## PROFFIL Y RÔL

**TEITL Y SWYDD:** Gweithiwr Glanhau a Hylendid (Parhaol)

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**ORIAU:** Hyd at 12.5 awr yr wythnos yn ystod term ysgol (a rhai oriau yn ystod gwyliau'r ysgol)

**LLEOLIAD:** Ysgol Gynradd Overmonnow

**YN ATEBOL I:** Y Gofalwr a'r Pennaeth

### Ein Pwrpas:-

Fel ysgol, ein cenhadaeth yw bod "Pob Plentyn yn Cyfrif, Pob Eiliad yn Bwysig". Rhan o hyn yw sicrhau bod y disgyblion yn mynychu ysgol sydd yn cynnig awyrgylch sydd yn addas i'r diben.

### Pwrpas y Rôl hon:-

Yn sicrhau bod yr adeilad yn cael ei gynnal i safon uchel o hylendid a glendid.

### Disgwyliadau a Chanlyniadau'r Rôl hon:-

Ymfalchïo yn awyrgylch yr ysgol, yn meddu ar ddisgwyliadau uchel o hylendid, yn arddangos hyblygrwydd ac yn gweithio yn effeithiol fel rhan o dîm.

### Bydd eich cyfrifoldebau yn cynnwys:

- Cwblhau tasgau glanhau golchi waliau a lloriau, ysgubo, gwagu biniau sbwriel, polisio a thynnu llwch.
- Glanhau ardaloedd glanweithiol.
- Gweithredu peiriannau sugno llwch a pheiriannau polisio/sgwrio yn ddiogel.
- Sicrhau cynnal stoc ddigonol o ddeunyddiau glanhau.
- Hysbysu'r goruchwyliwr am bob nam yn yr offer glanhau.
- Sicrhau y caiff cemegau eu defnyddio'n gywir bob adeg.
- Gwneud unrhyw hyfforddiant sydd ei angen ar gyfer y swydd.

- Arsylwi rheoliadau lechyd a Diogelwch fel y nodir gan yr awdurdod i sicrhau eu diogelwch eu hunain ac eraill.
- Cydymffurfio gydag egwyddorion ac arfer cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor.



### **Dyma'r hyn yr ydym yn medru darparu i chi:-**

- Byddwch yn derbyn cyfleoedd hyfforddi mewnol o ansawdd.
- Cefnogaeth barhaus a chyfleoedd hyfforddi.
- Yn gweithio fel rhan o dîm cryf o staff glanhau a'r gymuned ysgol gyfan o staff.

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

**Tryloywder:** Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.

**Tegwch:** Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

**Hyblygrwydd:** Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.

**Gwaith tîm:** Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

### **At hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl gyflogaion i gydymffurfio gyda hyn.

### **Manyleb Person**

**Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

- Profiad blaenorol o lanhau/hylendid.
- Y gallu i gyfathrebu'n effeithlon ac effeithlon.
- Bod yn hyblyg ac addasu er mwyn gweithio dan bwysau a chyflawni'r safonau gofynnol.
- Y gallu i weithio fel rhan o dîm.
- Y gallu i sicrhau eu diogelwch eu hunain ac eraill bob amser.

- Parodrwydd i ddilyn yr holl weithdrefnau a'r polisiau a'u gweithredu mewn modd addas.
- Parodrwydd a rhoi ar waith y gweithdrefnau Iechyd a Diogelwch er mwyn cydymffurfio gyda deddfwriaeth.
- Parodrwydd i gydymffurfio gyda Pholisi Cyfle Cyfartal y Cyngor yn cynnwys dilyn hyfforddiant ymwybyddiaeth cydraddoldeb priodol.
- Parodrwydd i ddilyn unrhyw hyfforddiant addas i'r swydd fel a phryd sy'n briodol.

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda Jo Child - [jochild@monmouthshire.gov.uk](mailto:jochild@monmouthshire.gov.uk)**

**Dyddiad Cau:12pm 08/10/2021**