Bolton Council

JOB DESCRIPTION

Department	LADYBRIDGE HIGH SCHOOL
Job Title	CLEANING OPERATIVE
Grade	GRADE A SCP 2-3 (OLD GRADE 1 SCP 11)
Primary Purpose of the Job	Ensuring that premises are maintained in a clean and hygienic condition.
Responsible to	Cleaning Manager
Responsible for	N/A
Principal Responsibilities	To maintain a high quality cleaning service within the school and leisure centre buildings.

MAIN DUTIES

1. To deliver a cleaning service against an agreed specification in the school and leisure centre.
2. To keep cleaning equipment in a safe and clean condition and to report any unsafe electrical equipment to the office immediately.
3. To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage.
4. To order chemicals/consumables as necessary either through the Cleaning Supervisor ensuring that stock levels do not fall to an unacceptable level.
5. To inform line management of problems actual or potential relating to delivery of cleaning service.
6. To promote customer relationship with on site clients.
7. To carry out any other duties as management may require.
8. **Customer Care –** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
9. **Develop oneself and others** – To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
10. **Valuing Diversity** –To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Date Job Description prepared/updated	FEB 04
Job Description prepared by	K Hale

Bolton Council

PERSON SPECIFICATION

Department LADYBRIDGE HIGH SCHOOL

Job Title CLEANING OPERATIVE

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills and Knowledge**	
1.	Conscientious attitude towards work duties.	Application Form/Interview
2.	Able to maintain a high standard of work.	Application Form/Interview
3.	Sufficiently literate and numerate to cope with routine job documentation.	Application Form/Interview
4.	Ability to work under own initiate and as a member of a team.	Application Form/Interview
5.	Ability to accept and understand verbal and written communication.	Application Form/Interview
6.	**Customer Care –** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
7.	**Valuing Diversity** – Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
8.	**Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview

2.	Experience/Qualifications/Training etc	
1	Able to operate associated equipment	Application Form/Interview

3.	Work Related Circumstances	
1.	Able to work early mornings and late evenings	Application Form/Interview

Note to Applicants**: Please try to show in your application form, how best you meet these requirements**

Date Person Specification prepared/updated FEB 04

Person Specification prepared by K HALE