#### **ROLE ADVERT**

**ROLE TITLE:** Cleaning & Hygiene Operative

 **TEMPORARY**

**POST ID: L23211025**

### **GRADE:** BAND A SCP 2-3 (£23,656 - £24,027) pro rata

Term time only and 10 hours during school holidays.

**SALARY:** £22,366 - £22,737 - per annum (pro-rata)

 £12.26 - £12.45 per hour

### **HOURS:** 10 Per Week, 39 Weeks per year

**WORK PATTERN**: Mon – Fri 3.30pm-5.30pm (plus 5 days across the holidays)

**LOCATION:** Kymin View Primary & Nursery 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 Kymin View Primary & Nursery 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, toilets, sweeping, vacuuming, dusting and emptying of litter bins.

**Should you require any further information regarding this post, please contact: Sally-Ann Wright 01600 714146** **sally-annwright@monmouthshire.gov.uk**

**Additional Information**

**Please note that we are not able to accept CVs**

**To apply for this post please complete the online application form which can be found on the following page:**

<https://www.monmouthshire.gov.uk/jobs-employment-2/>

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.

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

Monmouthshire County Council is:-

* an equal opportunities employer and welcomes applications from all sections of the community.
* a disability confident committed employer.
* an Armed Forces friendly employer.
* Autism aware and committed to removing barriers to employment
* committed to supporting young people who leave our care to access new opportunities and gain experience.

#### **Job Description**

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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.

**Our Purpose: -**

To provide a safe, clean and healthy learning environment for our children and staff to learn in.

**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, empting litter bins, polishing and dusting.
* To undertake the cleaning of sanitary areas.
* To safely operate vacuum cleaners.
* 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 team of cleaning staff and the whole school community of staff

**What else you need to know…..Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

**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: Sally-Ann Wright 01600 714146** **sally-annwright@monmouthshire.gov.uk**

**WELSH LANGUAGE SKILLS FRAMEWORK**

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| **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** |
| * 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,
 | * Can pronounce place names and personal names correctly.
* Can greet individuals face to face or over the phone
* Can open and close a conversation or open and close a meeting.
 | * Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms
 | * Can open and close an e-mail or letter
* Can write personal names, place names, job titles
* Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.
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| **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** |
| * 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
* Can understand when people ask you do something
 | * Can communicate simple information or ask common questions, e.g. to acquire information from an individual
* Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh
* Can hold a short conversation with an individual or exchange relatively straightforward information
* Can contribute to a meeting, but need to revert to English for specialist terms.
 | * 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
 | * Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting
* Can write a short letter or e-mail to arrange an appointment
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| **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.* |
| **UNDERSTANDING** | **SPEAKING** | **READING** | **WRITING** |
| * Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.
* Can understand a discussion at a meeting if the subject is familiar.
* Can understand individuals and colleagues in a familiar situation or in everyday conversation.
 | * Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.
* Can hold a conversation with an individual or exchanging relatively straightforward information.
* Can contribute to a meeting but need to revert to English for specialist terms.
* Can adapt the style of language to suit the audience.
 | * Can understand most e-mail messages or letters concerning day to day work.
* Can guess the meaning of a word based on context if the subject is familiar.
* Can read a simple, straightforward article in a newspaper or magazine types of written material.
 | * 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.
* Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
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| **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.* |
| **UNDERSTANDING** | **SPEAKING** | **READING** | **WRITING** |
| * Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.
 | * Can contribute effectively to internal and external meetings in a work context.
* Can converse comfortably with individuals and exchange information as required.
* Can argue for and against a specific case.
* Can chair meetings and answer questions from the chair confidently.
 | * Can read most correspondence and scan long texts to find details.
* Can understand most newspaper articles and reports with the aid of a dictionary.
* Can understand texts, unless written in a very formal or colloquial form.
 | * Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
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| **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.* |
|  **UNDERSTANDING**  | **SPEAKING** | **READING** | **WRITING** |
| * Can follow all conversations and discussions with individuals or colleagues.
* Can understand the ambiguity and nuance of language.
 | * Can express yourself fully in detail, even when discussing complex issues.
* Can adapt the style and register of your language to suit the audience.
 | * Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.
* Can read long texts to find relevant details and can understand most types of written material.
 | * Can write reports in a clear style appropriate to the reader with the support of electronic language aids.
* Can write formal or informal Welsh as required.
* Can write a range of documents accurately and with confidence.
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