

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Building Cleaner – Part Time

Service, Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To undertake general cleaning duties within the Guildhall, and St Johns Offices and other WNC Buildings

Accountable to:

This role is accountable to the Guildhall Officers, responsible for the direct line management of 4 Morning/Evening Cleaners. The role sits within the Facilities Service, part of the Assets and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To undertake general cleaning duties such as sweeping, scrubbing, washing and polishing of floors, vacuuming and dusting, carpet cleaning, emptying and cleaning of bins. To include responsibility for the cleaning of toilets and kitchens.
2. To store and move central cleaning materials
3. To be conversant and comply with COSHH regulations or be willing to be trained.
4. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
5. To report to line Manager any defects in the furniture or fabric of the building together with any defects in the operation of mechanical or electrical systems
6. Maintain a flexible approach to work and be able to offer suitable cover when required, often at short notice.
7. An awareness of Health & Safety and security issues as relevant to the Guildhall, St Johns Offices and other WNC buildings.
8. To comply with WNC's policies and procedures.
9. This job profile will be supplemented by annual key tasks, to be developed in conjunction with the post holder via the formal performance appraisal process. The Council reserves the right to amend or add to core responsibilities
10. To undertake any other duties commensurate with the position as designated by the line manager.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

| Skills and abilities: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Able to deal verbally with Members, Council employees, and members of the public | Essential | A/I |
| Flexibility with regards to working hours | Essential | A/I |
| Self motivated, able to work with minimum supervision | Essential | A/I |
| This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | Desirable | A/I |

| Knowledge: | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Manual Handling Experience | Desirable | A/I/D |
| Knowledge of COSHH | Essential | A/I/D |
| An understanding of Equal Opportunities issues within the workplace | Essential | A/I |

| Relevant experience: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Knowledge of cleaning techniques appropriate to cleaning public and office areas | Essential | A/I |
| Proven experience in understanding similar duties | Desirable | A/I |
| | | |

| Education, training and work qualifications: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Level 1 English & Maths | Essential | A/I |
| | | |
| | | |

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

| | | | |
|--|----------------------------|-------------------------------|---------------|
| Hours: | 12.5 hrs | Primary work base: | The Guildhall |
| Job family band: | Operational/Infrastructure | Worker type: | Fixed |
| Salary range: | £22,788 | Budget responsibility: | None |
| People management responsibility: | None | | |

Working conditions & how we work:

The role involves working either in the morning or early evening, working with cleaning products
This role has been identified as a fixed worker type, this means the worker will work from a specific location.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

| | | |
|----------|-----------------|--|
| T | Trust | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will. |
| H | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently. |
| R | Respect | we respect each other and our customers in a diverse, professional and supportive environment. |
| I | Innovate | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area. |
| V | Value | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| E | Empower | we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions. |

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

