



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Cleaning & Clearance operative

Grade: NNCBAND2

Reports to: Repairs Officer/Supervisor

Responsible for: None

Directorate and Service area: Adults, Communities & Wellbeing - Housing

### **Purpose of the job**

To undertake cleaning and clearance work within empty Council properties throughout the Kettering & Corby Areas

### **Principal responsibilities**

1. Undertake all duties relating to cleaning and clearance of empty Council properties, including gardens and outbuildings. In addition, undertake regular cleans to communal block areas.
2. Collections of trade and domestic rubbish, whilst communicating with tradesmen to arrange timings of collections.
3. To dispose of collections at designated sites as instructed by your Line Manager.
4. Ensuring the best operational relationships between the service and members of the public.
5. To comply with safe working practices and adhere to the Council's safety policy, according to the issued safe working arrangements.
6. To carry out additional duties from time to time as instructed by your Line Manager.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

**Special features of the post**

- Outdoor all-weather conditions.
- Post holder will work as part of a team.



## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Safety Awareness – including manual handling.</li> </ul>	<ul style="list-style-type: none"> <li>• Road Safety.</li> <li>• COSHH Qualification</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> <li>• Must be used to manual work and lifting practices.</li> <li>• Physically fit</li> <li>• A commitment to providing excellent <b>customer service</b> – being responsive, flexible, and dedicated to ‘getting it right first time’.</li> </ul>	<ul style="list-style-type: none"> <li>• Local knowledge of streets.</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>• A dedication to being your best at all times – being professional, proactive and open to new ways of working.</li> <li>• An enthusiasm for team working – being collaborative, innovative and showing support and respect for colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety measures.</li> <li>• Amenable to outdoor weather.</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Available for overtime when required</li> </ul>