

WHERE
CAREERS
THRIVE

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Porter/Cleaner

Facilities Management, Assets and Environment

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.



**West
Northamptonshire
Council**

Purpose and impact:

To undertake general portering and cleaning duties within The Guildhall and other Civic Buildings.

Accountable to This role is accountable to the Head Porter, responsible for 5 members of Porter/Cleaners. This Role sits within the Facilities Management Team, part of the Assets and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To undertake general cleaning duties such as sweeping, washing, and polishing of floors, Vacuuming, and dusting. Cleaning of toilets, Cloak rooms and dressing room.
2. To undertake confidential waste, rubbish, and recycling collections.
3. To undertake annual deep cleaning of high- level lighting, polishing of silver and brass, stripping, and polishing wooden floors and cleaning of tiles in the toilet blocks.
4. be aware of Manual Handling and COSHH regulations, in relation to the duties of the role.
To act as fire marshal and assist with the fire evacuation procedure within The Guildhall and other Civic Buildings.
5. To Prepare the function rooms within The Guildhall and events, which includes, setting out furniture, laying out the red Carpet, erecting the star cloth, Putting on Chair cover and sashes, setting up AV equipment, the making of tea and coffee etc. working to written instruction from your line manager and client if necessary.
6. To Meet and greet guests at functions and weddings, provide a cloakroom service and operate the equipment so that music can be played.
7. To store and move central cleaning materials, store and undertake regular stock checks of linen, Crockery, Jugs, and glasses. To move parcels by the post room and to undertake the moving of office furniture as agreed by your line Manager in accordance with Manual Handling.
8. To ensure that the exterior areas of the Guildhall, and any other civic building are clean and tidy to include a daily safety check and report any faults to the line Manager.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.
12. 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. | E | 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. | E | A/T/I |

| Knowledge: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Knowledge of cleaning techniques appropriate to cleaning Public and office areas | E | A/I |
| Manual Handling Experience | E | A/I |
| Knowledge of COSHH | E | A/I |
| An understanding of equal Opportunities issues within the workplace | E | A/I |

| Relevant experience: | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Flexibility with regards to working hours | E | A/I |
| Self-motivated, able to work with minimum supervision | E | A/I |
| Proven experience in understanding similar duties | D | A/I |

| Education, training and work qualifications: | Essential / Desirable | Measured by |
|--|-----------------------|---------------|
| Education | D | A, T, I, P, D |
| Work Qualifications | D | |
| | | |

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: | Rotating Shifts | Primary work base: | The Guildhall & other Civic Buildings |
| Job family band: | Band 2 – WLCPO3 | Worker type: | Flexible Part-flexible Fixed Field-based worker |
| Salary range: | £23947 - £24349 | Budget responsibility: | None |
| People management responsibility: | N/A | | |

Working conditions & how we work:

**The worker will be required to work at the weekends on a rota basis.
This role is classed as a fixed worker.**

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."

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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.

