

Job Description and Particulars of Appointment

1a. Details of Post

- Job Title: Cleaning Assistant
- Grade and SCP: 1
- Corporate Function: Shire Services Cleaning

1b. Service Area & Team

Shropshire Council is undergoing a large scale transformation programme aimed at 'Creating a better future', which puts improving the quality of life of all local people at the heart of everything we do.

Their satisfaction will drive our decision making and we are committed to changing for the better, by working together in new ways across the whole council and with our local partners. Front line services will be empowered to make decisions on the best form of service delivery and will have control of the necessary resources to do so.

As a member of the Cleaning Team within Shire Services, you will support the delivery of the transformation programme in line with the Council's vision, values and strategic objectives.

Shire Services is the Cleaning Team within Shropshire Council. The service operates across Shropshire and the neighbouring counties, including North Wales, Wolverhampton, Walsall, Telford, Worcester and the West Midlands.

The service prides itself on its commercial approach and ability to effectively compete with the private sector, using Local Authority ethos and values as a unique selling point to both existing and potential clients.

As a key member within the cleaning service we are looking for exceptional people to help us provide an outstanding service.

2. Level & Purpose of Post

- The postholder will carry out cleaning services to schools and other customers across Shropshire and Staffordshire as directed by the Line Manager, who is in turn responsible for the post holder's health and safety, training and development.

3. Key Responsibilities

The post holder will be:

- Report to and support the Cleaning Site Supervisor/Cleaning Chargehand/Cleaner in Charge.

4. Main Duties

- Carry out general cleaning duties.
- To use electrical equipment when appropriate.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

5. Performance & Customer Focus

The post holder will ensure they:

- adopt a customer focused approach when delivering their service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for their service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet the team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

6. Conditions of Service

- a) The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.
- b) The unit that the post is based at will be discussed at interview
- c) This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.
- d) The appointment is subject to one month's notice in writing on either side.

- e) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- f) Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

7. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,
4. Asylum and immigration

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.