

Disgrifiad Swydd

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| Teitl y Swydd | Glanhawr/aig Ysgol |
| Gwasanaeth | Economi ac Adfywio |
| Graddfa | Gradd 2 |
| Pwynt/iau Cyflog | 2 |
| Cyflog | £23,656 pro rata |
| Pwrpas y Swydd | Yn atebol i'r Uwch Swyddog Glanhau am y safonau glanhau. Sicrhau y cynhelir lefelau derbyniol o hylendid glanhau. |
| Lleoliad | Ysgol Bro Sion Cwilt, Synod Inn, Pentre'r Bryn, Llandysul SA44 6JZ |
| Oriau Gwaith | 15 awr yr wythnos 15:45 – 18:45 Llun – Gwener |
| Math o Gytundeb | Rhan-amser |
| Hyd y Cytundeb | Parhaol |
| Teitl swydd y Rheolwr Llinell | Goruchwylydd Glanhau y Safle / Uwch Swyddog Glanhau |
| Cyfrifoldebau Goruchwylio / Rheoli | Dim |
| Atebolrwydd | <p>Yn atebol i'r Uwch Swyddog Glanhau neu'r cynrychiolydd ar y safle, fydd ar gael ochr arall y ffôn o leoliad anghysbell neu'n bersonol gan ddibynnu ar y rhestr waith a materion dan sylw.</p> <p>Dilyn canllawiau ac atodlenni glanhau yn unol â'r hyn a roddwyd i chi ar eich penodiad.</p> <p>Yn atebol am stoc ac unrhyw offer / peiriannau a ddarparwyd ar gyfer gwaith.</p> |
| Telerau Cytundebol sy'n Gysylltiedig â'r Swydd | Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt |
| Dyletswyddau a chyfrifoldebau | |
| <p>Rhestru dyletswyddau a thasgau cyffredinol y swydd fydd yn cynnwys:</p> <ul style="list-style-type: none"> • Archebu a dyrannu deunyddiau glanhau • Cwblhau taflenni amser, cymeradwyo gwyliau blynyddol, ffurflenni llofnodi i mewn ayyb • Gofyn am atgyweiriadau trydanol • Cynorthwyo mewn hyfforddi staff newydd a staff cyfredol • Cysylltu a'r Pennaeth/Gofalwyr ar faterion yn ymwneud ag adeiladau e.e. cau ystafelloedd, defnydd ystafelloedd, ayyb • Bydd dyletswyddau'n cynnwys tasgau glanhau amrywiol a rheolaidd mewn rhannau o'r adeilad yn ddyddiol • Defnyddio sugnwr llwch a/neu lawr-sgleinydd cylchdro er mwyn cadw carpedi a lloriau caled yn lân • Dwstio a sgleinio • Sychu damp a diheintio ystod o arwynebau • Sicrhau lefelau digonol o stoc deunyddiau a chynnal a chadw cyfarpar yn ddyddiol | |

- Cysylltu a'r Goruchwylydd glanhau y safle
- Materion Iechyd a Diogelwch yn ymwneud a thasgau a wnaed
- Ymgymryd ag unrhyw waith glanhau sy'n gysylltiedig a thasgau y gofynnwyd iddynt gael eu gwneud gennych
- Deiliad allwedd ar gyfer mynediad/cloi

Cyfeirnod at Ddibenion Gwerthuso Swyddi

CLE 005

Manyleb Person

| Gofynnol | | |
|--|---|--|
| Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol | Nid oes angen unrhyw gymwysterau | |
| Sgiliau Ieithyddol Cymraeg | Gwrando/Siarad: Lefel 1 Darllen: Lefel 1 Ysgrifennu: Lefel 1 | Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ieithyddol Saesneg | Gwrando/Siarad: Lefel 1 Darllen: Lefel 1 Ysgrifennu: Lefel 1 | Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ymarferol / Personol | <ul style="list-style-type: none"> • Yn llythrennog ac yn rhifog er mwyn gallu deall cyfarwyddiadau ysgrifenedig, labeli cemegau, amserlenni gwaith. • Mae'r gwaith yn gorfforol o ran yr angen i ysgubo, ymestyn, plygu a chodi ar brydiau. • Bydd angen bod yn frwdfrydig dros y gwaith. • Agwedd hyblyg at y gwaith a medru amrywio'r amserlen waith fel bo angen. • Yn deall y cyfrifoldeb sydd gennych at faterion sy'n ymwneud ag lechyd a Diogelwch. • Mae'n wasanaeth rheng flaen a bydd angen hybu delwedd gadarnhaol ar gyfer yr Awdurdod | |
| Profiad Hanfodol | <ul style="list-style-type: none"> • Profiad o weithio gyda pheiriannau sgleinio rotari, sgrwbwyr sychu a glanhawyr facio. • Profiad o weithio ym maes glanhau | |
| Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd | <ul style="list-style-type: none"> • Parodrwydd i weithio tuag at ennill tystysgrif BICSc neu UKCPAS mewn 10 o dasgau glanhau o fewn 12 mis | |
| Dymunol | | |
| Cymwysterau / Hyfforddiant | <ul style="list-style-type: none"> • Meddu ar dystysgrif BICSc neu UKCPAS ar ôl cyflawni 10 o dasgau glanhau | |
| Sgiliau Ymarferol / Personol | | |

Job Description

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|--|---|
| Post Name | School Cleaner |
| Service | Economy and Regeneration |
| Grade | Grade 2 |
| Spinal Point/s | 2 |
| Salary | £23,656 pro rata |
| Job Purpose | Responsible to the Senior Cleaning Officer for the cleaning standards. Ensuring acceptable levels of cleaning hygiene is maintained. |
| Location | Bro Sion Cwilt Primary School, Synod Inn, Pentre'r Bryn, Llandysul SA44 6JZ |
| Hours of Work | 15 hours per week 15:45 -18:45 |
| Type of Contract | Part-time |
| Contract Duration | Permanent |
| Line Managers Job Title | Site Cleaning Supervisor / Senior Cleaning Officer |
| Supervisory/Managerial Responsibilities | None |
| Accountability | Accountable to Senior Cleaning Officer /Site Cleaning Supervisor or representative who will be available by telephone from a remote location or in person depending on work schedules & issues at hand. Follow guidelines & cleaning schedules as given on appointment. Accountable for stock & any machinery provided for work |
| Contractual Terms Associated with the Post | Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB |
| Duties and Responsibilities | |
| List the general duties and tasks of the post to include: | |
| <ul style="list-style-type: none"> • Ordering & issuing of cleaning materials • Completing time sheets, leave requests, signing in forms, etc. • Request electrical repairs. • Assist in training new & existing staff. • Liaise with Head / Caretaker with regard to building issues e.g. room closures, usage, etc. • Duties will include various & regular cleaning tasks in areas of the building on a daily basis. • Use vacuum cleaners and / or rotary floor polishers to keep carpets and hard floor surfaces clean. • Dusting and polishing. • Damp wiping and disinfecting a range of surfaces. | |

- Ensuring adequate stock levels of materials and daily maintenance of equipment.
- Liaise with the Site Cleaning Supervisor.
- Health & Safety issues relating to tasks undertaken.
- Undertake any cleaning associated task reasonably requested of you.
- Key holder for access / locking

Job Evaluation Post Ref

CLE 005

Person Specification

| Essential | | |
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| Academic / Professional / Technical / Vocational Qualifications | No qualifications required | |
| Welsh Linguistic Skills | Listening/Speaking: Level 1 Reading: Level 1 Writing: Level 1 | The Welsh linguistic skills noted must be attained within two years of appointment. |
| English Linguistic Skills | Listening/Speaking: Level 1 Reading: Level 1 Writing: Level 1 | The English linguistic skills noted must be attained within two years of appointment. |
| Practical and personal skills | <ul style="list-style-type: none"> • Literate & numerate to enable post holder to understand written instructions, chemical labels, work schedules. • Physical activities require sweeping, stretching, bending & lifting on occasion. • Must be enthusiastic about the nature of the work. • Flexible attitude to work & able on instruction to vary work schedule. • Be aware of their responsibility towards Health & safety issues • Delivering a front-line service, the post holder must have due regards to promoting a positive profile for the Authority. | |
| Required Experience | <ul style="list-style-type: none"> • Experience of working with rotary polishing machines, scrubber dryers & vacuum cleaners. • Experience of working in a cleaning environment of some description. | |
| Training/education required to be undertaken for the post/worked towards | <ul style="list-style-type: none"> • Be prepared to work towards achieving a BICSc or UKCPAS certificate in 10 cleaning tasks within 12 months. | |
| Desirable | | |
| Qualifications / Training | <ul style="list-style-type: none"> • Hold a BICSc or UKCPAS certificate in 10 cleaning tasks | |
| Practical / Personal Skills | | |