

Disgrifiad Swydd

Teitl y Swydd	Glanhawr/aig Ysgol
Gwasanaeth	Economi ac Adfywio
Graddfa	Gradd 2
Pwynt/iau Cyflog	2
Cyflog	£24,796 pro rata
Pwrrpas y Swydd	Yn atebol i'r Uwch Swyddog Glanhau am y safonau glanhau. Sicrhau y cynhelir lefelau derbyniol o hylendid glanhau.
Lleoliad	Ysgol Gynradd Padarn Sant, Aberystwyth
Oriau Gwaith	10 awr yr wythnos 15:45 – 17:45 Llun – Gwener
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Goruchwylydd Glanhau y Safle / Uwch Swyddog Glanhau
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	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. Dilyn canllawiau ac atodlenni glanhau yn unol â'r hyn a roddwyd i chi ar eich penodiad. Yn atebol am stoc ac unrhyw offer / peiriannau a ddarparwyd ar gyfer gwaith.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Plant, gan gynnwys gwiriad yn erbyn y Rhestr Waharddedig i Blant.
Dyletswyddau a chyfrifoldebau	

Rhestru dyletswyddaua thasgau cyffredinol y swydd fydd yn cynnwys:

- 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 â'r Pennarth / Gofalwyr ar faterion yn ymwneud ag adeiladau e.e cau ystafelloedd ayyb.
- Bydd dyletswyddau'n cynnwys tasgau glanhau amrywiol a rheolaidd mewn rhannau o'r adeilad yn ddyddiol.
- Defnyddion sugnwr llwch a/ neu lawr-sgleinydd cylchdro er mwyn cadw carpedi a lloriau caled a lân.
- Dwstio a sglenio.
- Sychu damp a diheintio ystod o arwynebau.
- Sicrhau lefelau digonol o staoc deunyddiau a chynnal a chadw cyfarpar yn ddyddiol.
- Cysylltu â'r Goruchwylydd Glanau y Safle.
- Materion lechyd a Diogelwch yn ymwneud â thasagau a wnaed.
- Ymgymryd ag unrhyw waithglanhau sy'n gysylltiedig â thasgau y gofynnwyd iddynt gael eu gwneud gennych.
- Deiliad allwedd ar gyfer mynediad/ cloi

Manyleb Personol

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	- 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	- Profiad o weithio gyda 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	Parodrwydd i weithio tuag at ennill tystysgrif BICSc neu UKCPAS mewn 10 o dasgau glanhau o fewn 12 mis	

Dymunol	
Cymwysterau / Hyfforddiant	Meddu ar dystysgrif BICSc neu UKCPAS ar ôl cyflawni 10 o dasgau glanhau.
Sgiliau Ymarferol / Personol	- Gwybodaeth am Dechnegau Glanhau. - Ymwybyddiaeth o lechyd a Diogelwch. - Cael profiad o arwain neu oruchwylio tîm o staff.

Job Description

Post Name	School Cleaner
Service	Economy and Regeneration
Grade	Grade 2
Spinal Point/s	2
Salary	£24,796 pro rata
Job Purpose	Responsible to the Senior Cleaning Officer for the cleaning standards. Ensuring acceptable levels of cleaning hygiene is maintained.
Location	St Padarns Primary School, Aberystwyth
Hours of Work	10 hours per week 15:45 -17:45 Mon - Fri
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	This post is subject to an Enhanced Child DBS check, including a check against the Children's Barred List.

Duties and Responsibilities

List the general duties and tasks of the post to include:

- 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
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Job Evaluation Post Ref

CLE 005

Person Specification

Essential		
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	- Literate and numerate to enable post holder to understand written instructions, chemical labels, work schedules. - Physical activities require sweeping, stretching, bending and lifting on occasion. - Must be enthusiastic about the nature of the work. - Flexible attitude to work and able on instruction to vary work schedule. - Be aware of their responsibility towards health and safety issues. - Delivering a front-line service, the post holder must have due regard to promoting a positive profile for the Authority.	
Required Experience	- Experience of working with 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	Willingness to work towards gaining a BICSc or UKCPAS certificate in 10 cleaning tasks within 12 months	

Desirable	
Qualifications / Training	Hold a BICSc or UKCPAS certificate in 10 cleaning tasks
Practical / Personal Skills	- Knowledge of Cleaning Techniques - Health & Safety Awareness