Applications should be sent directly to the school either by e-mail jonesl3272@brohyddgen.powys.sch.uk or by post to Ysgol Bro Hyddgen, Secondary Campus, Greenfields, Machynlleth, Powys, SY20 8DR by 15/11/21

YSGOL BRO HYDDGEN

JOB DESCRIPTION

Position Title:	**School Cleaner Level 1**
Position Number:	**TBC**
Hours:	**Relief Hours**
Directorate:	**Schools**
Location/ Work Base:	**Ysgol Bro Hyddgen, Machynlleth**
Grade:	**Grade 2** **Point 1 to Point 2** **£9.2477 to £9.4325 per hour**
Accountable to:	**Headteacher & Governing Body**
Accountable for:	**None**

Main Purpose of Post:

BROAD DESCRIPTION
Works to broad direction and laid down procedures
Responsible to the Headteacher or nominated representative for cleaning a given area within the school to the required specification.
May be responsible for the security of the establishment whilst cleaning.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post has no (or limited) responsibility for other staff.

Responsibility for financial resources: The post has no (or limited) direct responsibility for financial resources.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving cleaning of buildings

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- Responsible for cleaning a given area as below:
  - Cleaning of floor areas by means of vacuuming, machine polishing, machine scrubbing, wet/dry sweeping/mopping
  - Cleaning of furniture, appliances, sinks and work surfaces, skirting boards, ledges and sills
  - Cleaning of toilet areas, wc pans, urinals, hand basins, mirrors and dispensers, Removing of dirty marks from walls, doors and internal windows up to head height, replenishing toilet tissue, hand towels, soap as required
  - Emptying of recycling / waste bins (following local arrangements for recycling) and cleaning of these bins, replenishing litter bin bags
  - Recess cleaning of: walls, floors, internal windows and doors, furniture, fittings, window ledges and work surfaces
  - Removing dirty marks from walls, doors and internal windows up to head height
  - Removing cobwebs and dust up to 2.2m
- Removing any recycling / waste to the refuse compound and storing correctly ready for collection.
- Completing any necessary paperwork e.g. manual timesheets
- Ensuring a good standard of work by:
  - reporting damaged/broken items to the Headteacher or nominated representative
  - monitoring cleaning throughout the site and reporting any issues to the Headteacher or nominated representative
  - observing and adhering to health and safety requirements
  - following procedures for correct use of chemicals
  - ensuring a safe working environment

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and complete all necessary paperwork e.g. manual timesheets
No previous experience necessary
Able to complete training on machinery and chemicals
Able to operate equipment and use materials
Understands and can work to procedures, follow straightforward instructions and read labels.
Can understand and operate within regulations
Can exchange straightforward information with colleagues and users
Understanding of contamination regulations
Understanding of Health & Safety regulations

Dylid anfon ceisiadau i'r ysgol naill ai trwy e-bost jonesl3272@brohyddgen.powys.sch.uk neu trwy'r post i Ysgol Bro Hyddgen, Campws Uwchradd, Greenfields, Machynlleth, Powys, SY20 8DR erbyn
04/06/21

YSGOL BRO HYDDGEN

DISGRIFIAD SWYDD

Teitl y Swydd:	**Glanhawr Ysgol Lefel 1**
Rhif y Swydd:	**THRC0400621**
Oriau:	**I'w gadarnhau**
Cyfarwyddiaeth:	**Ysgolion**
Lleoliad/Canolfan Waith:	**Ysgol Bro Hyddgen**
Graddfa:	**Graddfa 2** **Pwynt 1 i Bwynt 2** **£9.2477 i £9.4325 yr awr**
Yn atebol i:	**Pennaeth a'r Corff Llywodraethu**
Yn gyfrifol am:	**Neb**

Prif Ddiben y Swydd:

DISGRIFIAD CYFFREDINOL
Gweithio o dan gyfarwyddyd cyffredinol a gweithdrefnau penodol.
Yn atebol i'r Pennaeth neu gynrychiolydd enwebedig am lanhau ardal benodol o fewn yr ysgol i'r safon angenrheidiol.
Efallai bydd deilydd y swydd yn gyfrifol am ddiogelwch y sefydliad tra'n glanhau.

Cyfrifoldeb dros eraill: Mae gan y swydd rywfaint o effaith ar les unigolion neu grwpiau (h.y. corfforol, meddyliol, cymdeithasol, iechyd a diogelwch)

Cyfrifoldeb dros staff: Nid oes gan y swydd unrhyw gyfrifoldeb uniongyrchol (neu ychydig yn unig o gyfrifoldeb) am aelodau eraill o staff.

Cyfrifoldeb am adnoddau ariannol: Nid oes gan y swydd unrhyw gyfrifoldeb (neu ychydig yn unig o gyfrifoldeb) am adnoddau ariannol.

Cyfrifoldeb am adnoddau ffisegol: Mae gan y swydd rhywfaint o gyfrifoldeb am adnoddau ffisegol, sy'n ymwneud â glanhau adeiladau.

TASGAU, DYLETSWYDDAU A CHYFRIFOLDEBAU CYFFREDIN

Bod yn gyfrifol am lanhau ardal benodol fel isod:

- Glanhau lloriau trwy hwfro, sgleinio lloriau gyda pheiriant, sgrwbio gyda pheiriant, ysgubo/mopio gwlyb/sych
- Glanhau dodrefn, offer, sinciau ac wynebau gwaith, byrddau sgyrtin, silffoedd a siliau
- Glanhau ardaloedd tai bach, toiledau, pedyll, wrinalau, basnau llaw, drychau a photeli sebon
- Glanhau marciau budur oddi ar waliau, drysau a ffenestri mewnol hyd at uchder pen, cyflenwi mwy o bapur tŷ bach a thywelion papur, sebon fel sydd ei angen
- Gwagu biniau ailgylchu/gwastraff (yn dilyn y trefniant lleol ar gyfer ailgylchu) a glanhau'r biniau hynny, gan osod sachau biniau sbwriel newydd

- Glanhau cilfachau: waliau, lloriau, ffenestri a drysau mewnol, celfi, gosodiadau, silffoedd ffenestri ac arwynebau gwaith
- Cael gwared â marciau budr ar waliau, drysau a ffenestri mewnol hyd at uchder pen
- Symud gwe pry cop a thynnu llwch hyd at 2.2m
- Symud unrhyw ddeunydd ailgylchu/gwastraff i'r ardal sbwriel a storio yn gywir er mwyn bod yn barod i'w casglu.
- Llenwi unrhyw waith papur angenrheidiol e.e. amserlenni papur
- Sicrhau safon dda o waith trwy:
    - rhoi gwybod i'r Pennaeth neu gynrychiolydd enwebedig am unrhyw ddifrod/eitemau wedi'u torri
    - monitro glanhau'r safle cyfan ac adrodd am unrhyw broblemau i'r Pennaeth neu gynrychiolydd enwebedig
    - arsylwi a dilyn gofynion iechyd a diogelwch
    - dilyn gweithdrefnau ar gyfer defnydd cywir o gemegau
    - sicrhau amgylchedd gwaith diogel

CYMWYSTERAU, HYFFORDDIANT A GALLU TEBYGOL

Nid oes angen unrhyw gymwysterau ffurfiol, er bydd angen sgiliau llythrennedd a rhifedd er mwyn gallu darllen cyfarwyddiadau a llenwi'r holl waith papur angenrheidiol e.e. amserlenni papur.
Nid oes angen profiad blaenorol.
Gallu gwneud yr hyfforddiant angenrheidiol ar beiriannau a chemegau.
Gallu defnyddio offer a deunyddiau.
Yn deall ac yn gallu dilyn gweithdrefnau, dilyn cyfarwyddiadau syml a darllen labeli.
Yn gallu deall a gweithredu o fewn y rheoliadau
Gallu cyfnewid gwybodaeth syml gyda chydweithwyr a defnyddwyr
Dealltwriaeth o halogiad
Dealltwriaeth o Iechyd a Diogelwch