



Ysgol Bro Hyddgen is looking for a Cleaning Supervisor 20 hour a week position for October 2022. YOU CAN APPLY THROUGH THE POWYS COUNTY COUNCIL WEBSITE <https://recruitment.powys.gov.uk> and place "THR0226" in the Keywords Box or complete the form attached application and register by email to jonesl3272@brohyddgen.powys.sch.uk , or post them to Ysgol Bro Hyddgen, Machynlleth, Powys, SY20 8DR by closing date - 18/09/22

JOB DESCRIPTION

Position Title:	Cleaning Supervisor
Position Number:	TBA
	20 hours, Permanent
JE Code:	SCH45
Directorate:	Schools
Location/ Work Base:	Ysgol Bro Hyddgen, Machynlleth
Grade:	Grade 4 Point 5 to Point 6 £19650 to £20043 per annum pro rata £10.185 to £10.3888 per hour
Accountable to:	Headteacher & Governing Body
Accountable for:	None

Main Purpose of Post:

Ensure a satisfactory level of cleaning service is provided in accordance with the school's/authority's standards.

Supervise cleaning staff.

Ensure that relevant materials and equipment are available to carry out the cleaning tasks.

Works under guidance of line manager who may be business manager/caretaker/site manager

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 supervises, checks work, instructs and/or trains a small number of staff.

Responsibility for financial resources: The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving the cleaning of buildings and/or ordering/stock control of a limited range of supplies

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

In addition to cleaning any designated areas (see descriptor for cleaner below)

Monitor standards and performance of cleaning staff

Organise and schedule cleaning staff

Supervise cleaning staff, including undertaking induction training and identifying training needs, monitor attendance and timekeeping, arrange and provide cover for absence, assist in recruiting cleaning staff.

Ensure timesheets/timebooks are completed accurately and submitted on time

Order and issue cleaning materials

Participate in trials of new working methods, materials, equipment as necessary

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

No formal qualifications required but literacy and numeracy required to be able to read and write instructions, complete timesheets, complete orders and work out measurements.

Have previous cleaning experience

Able to supervise and demonstrate to staff

Have good communication skills

Able to operate equipment and use materials

Able to understand and operate within regulations

Able to solve straightforward problems and respond to unforeseen circumstances (i.e. staff absences, accidents etc)

Understanding of contamination

Understanding of Health & Safety

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Welsh Language Competency Level Information

Able to communicate routine tasks requiring a simple exchange of information on familiar topics and activities. Able to handle very short social exchanges without necessarily understanding enough to keep the conversation going.

Health & Safety Requirements

To co-operate with their employer and follow health and safety advice and instructions

Equal Opportunities

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Closing date:	18/09/22
Shortlisting Date:	19/09/22
Interview Date:	TBC



CYNGOR SIR POWYS COUNTY COUNCIL



Mae Ysgol Bro Hyddgen yn chwilio am Oruchwylydd Glanhau, swydd 20 awr y wythnos l gychwyn Hydref 2022. GALLWCH YMGEISIO DRWY WEFAN CYNGOR SIR POWYS <https://recruitment.powys.gov.uk> a rhowch "THR0226" yn y Blwch Geiriau Allweddol neu cwblhewch y ffurflen gais atodedig a'i dychwelyd drwy ebost i ionesl3272@brohyddgen.powys.sch.uk, neu eu phostio i Ysgol Bro Hyddgen, Machynlleth, Powys, SY20 8DR erbyn dyddiad cau – **18/09/22**

DISGRIFIAD SWYDD

Teitl y Swydd:	Goruchwyliwr Glanhau
Rhif y Swydd:	I'w gadarnhau
	20 awr, Parhaol
Cod Gwerthuso Swyddi:	SCH45
Cyfarwyddiaeth:	Ysgolion
Lleoliad/Canolfan Waith:	Ysgol Bro Hyddgen, Machynlleth
Graddfa:	Graddfa 4 Pwynt 5 i Bwynt 6 £19,650 i £20,043 y flwyddyn ar gyfartaledd £10.185 i £10.3888 yr awr
Yn atebol i:	Pennaeth a'r Corff Llywodraethu
Yn gyfrifol am:	Neb

Prif Ddiben y Swydd:

Sicrhau bod lefel foddhaol o wasanaeth glanhau'n cael ei ddarparu yn unol â safonau'r ysgol/yr awdurdod.
Goruchwylio'r staff glanhau.
Sicrhau bod y deunyddiau a'r offer perthnasol ar gael i wneud y tasgau glanhau.
Yn gweithio dan gyfarwyddyd rheolwr llinell a allai fod yn rheolwr busnes/ gofalwr/ rheolwr safle.

Cyfrifoldeb am eraill:

Mae'r swydd yn cael peth effaith ar les unigolion neu grwpiau (h.y. corfforol, meddyliol, cymdeithasol, iechyd a diogelwch).

Cyfrifoldeb am staff: Mae'r swydd yn goruchwyllo nifer bychan o staff, yn gwirio eu gwaith, eu cyfarwyddo a/neu eu hyfforddi.

Cyfrifoldeb am adnoddau ariannol: Nid oes gan y swydd gyfrifoldeb uniongyrchol o gwbl am adnoddau ariannol (neu prin yw'r cyfrifoldeb) heblaw ymdrin weithiau â symiau bach o arian, prosesu sieciau, anfonebau etc.

Cyfrifoldeb am adnoddau ffisegol: Mae gan y swydd rywfaint o gyfrifoldeb uniongyrchol am adnoddau ffisegol, mewn perthynas â glanhau adeiladau a/neu archebu/rheoli stoc o ystod gyfyngedig o gyflenwadau.

TASGAU, DYLETSWYDDAU A CHYFRIFOLDEBAU NODWEDDIADOL

Yn ogystal â glanhau unrhyw ardaloedd dynodedig (**gweler y disgrifiad ar gyfer glanhawr isod**)

Monitro safonau a pherfformiad y staff glanhau

Trefnu ac amserlennu'r staff glanhau

Goruchwyllo'r staff glanhau, gan gynnwys ymgymryd â hyfforddiant cynefino ac adnabod anghenion hyfforddi, monitro presenoldeb a phrydlondeb, trefnu a darparu cyflenwad mewn absenoldeb, cynorthwyo i recriwtio staff glanhau.

Sicrhau bod taflenni amser/llyfrau amser yn cael eu llenwi'n gywir a'u cyflwyno mewn pryd

Archebu a dosbarthu deunyddiau glanhau

Cyfranogi mewn arbrofion o ddulliau gwaith, deunyddiau, offer newydd yn ôl yr angen

CYMWYSTERAU, HYFFORDDIANT A GALLUOEDD TEBYGOL:

Nid oes angen cymwystrau ffurfiol o gwbl ond mae angen llythrennedd a rhifedd er mwyn darllen ac ysgrifennu cyfarwyddiadau, llenwi taflenni amser, cwblhau archebion a gwneud mesuriadau.

Profiad blaenorol o lanhau

Gallu goruchwyllo staff ac arddangos pethau iddynt

Sgiliau cyfathrebu da

Gallu gweithredu offer a defnyddio deunyddiau

Gallu deall rheoliadau a gweithredu yn unol â hwy

Gallu datrys problemau syml ac ymateb i amgylchiadau annisgwyl (h.y. absenoldebau staff, damweiniau etc).

Oherwydd natur y gwaith sydd ynghlwm â'r swydd, bydd y swydd rydych yn ymgeisio amdani yn dod o dan y Gorchymyn Deddf Adsefydlu Tramgwyddwyr 1974 (Eithriadau) 1975 (fel y'i diwygiwyd yn 2013).

Mae gan y swydd hon ofyniad am Wiriad Manylach y DBS. Mae'r swydd hon yn cael ei chyfri'n weithgaredd rheoleiddiedig dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel

y'i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012, a bydd yn destun gwirio rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gyda phlant.

Gwybodaeth am Lefel Cymhwysedd yn yr Iaith Gymraeg

Yn gallu cyfathrebu tasgau syml cyffredin, sy'n gofyn am gyfnewid gwybodaeth ar bynciau a gweithgareddau cyfarwydd. Gallu cynnal sgwrs gymdeithasol fer heb o reidrwydd ddeall digon i gadw'r sgwrs i fynd.

Gofynion Iechyd a Diogelwch

Cydweithio â'r cyflogwr a dilyn cyngor a chyfarwyddiadau iechyd a diogelwch

Cyfle Cyfartal

Cadw at egwyddorion ac arferion cyfle cyfartal fel y nodir hwy ym Mholisi Cyfle Cyfartal y Cyngor

Dyddiad Cau:	18/09/22
Dyddiad Creu Rhestr Fer:	19/09/22
Dyddiad Cyfweld:	I'w gadarnhau

** Glanhawr/Cleaner Role Profile

Main Purpose of Post:

To clean specified areas within the school in accordance with the school's/authority's standards. Work is undertaken under the guidance of the caretaker / cleaning supervisor

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) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for financial resources: The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

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

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- Clean toilets, bowls, sinks and basins
- Wipe down desks and chairs
- Vacuum and tidy classrooms
- Wash worktops/tables
- Wash/mop/sweep floors and wash wet areas
- Clean inside glazing
- Dust and polish
- Use buffer
- Strip and reseal floors (occasionally)
- Undertake routine maintenance of equipment (e.g. vacuum bags)
- Empty bins and dispose of rubbish
- Ensure safe and effective use and storage of all equipment
- Be aware of Health and Safety at Work regulations and COSHH guidelines
- Draw to cleaning supervisor's or caretaker's attention any problems/issues which may affect the safety or security of the school or its users.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

- No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.
- No previous experience necessary.
- 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 identify straightforward solutions to simple problems, e.g. improving working methods, rearranging cleaning schedules
- Can exchange straightforward information with colleagues and users
- Understanding of contamination
- Understanding of Health & Safety

Prif Ddiben y Swydd:

Glanhau ardaloedd penodedig yn yr ysgol yn unol â safonau'r ysgol/ yr awdurdod. Mae'r gwaith yn cael ei wneud dan gyfarwyddyd y gofalwr / goruchwyliwr glanhau.

Cyfrifoldeb am eraill: Mae'r swydd yn cael peth effaith ar les unigolion neu grwpiau (h.y. corfforol, meddyliol, cymdeithasol, iechyd a diogelwch).

Cyfrifoldeb am staff: Nid oes gan y swydd gyfrifoldeb uniongyrchol o gwbl am oruchwylio staff eraill (neu gyfrifoldeb bach os felly) er gall fod disgwyl i ddeiliad y swydd arddangos tasgau neu gynghori/tywys cyflogeion newydd, pobl ar brofiad gwaith neu bobl dan hyfforddiant.

Cyfrifoldeb am adnoddau ariannol: Nid oes gan y swydd gyfrifoldeb uniongyrchol o gwbl am adnoddau ariannol (neu gyfrifoldeb bach os felly) heblaw ymdrin weithiau â symiau bach o arian, prosesu sieciau, anfonebau etc.

Cyfrifoldeb am adnoddau ffisegol: Mae gan y swydd rywfaint o gyfrifoldeb uniongyrchol am adnoddau ffisegol, mewn perthynas â glanhau adeiladau.

TASGAU, DYLETSWYDDAU A CHYFRIFOLDEBAU NODWEDDIADOL

- Glanhau toiledau, powlenni, sincipiau a basnau
- Sychu desgiau a chadeiriau
- Defnyddio sugnwr llwch yn yr ystafelloedd dosbarth a'u tacluso
- Golchi wynebau gweithio/byrddau
- Golchi/mopio/sgubo lloriau a golchi ardaloedd gwlyb
- Glanhau gwydr mewnol
- Tynnu llwch a sgleinio
- Defnyddio byffer
- Stripio ac ail-selio lloriau (weithiau)
- Cynnal a chadw offer yn rheolaidd (e.e. bagiau sugnwr llwch)
- Gwagio biniau a gwaredu sbwriel
- Sicrhau bod yr holl offer yn cael ei ddefnyddio a'i storio'n ddiogel ac yn effeithiol
- Bod yn ymwybodol o reoliadau Iechyd a Diogelwch yn y Gwaith a chanllawiau COSHH

- Tynnu sylw'r goruchwyliwr glanhau neu'r gofalwr i unrhyw broblemau/materion a allai effeithio ar ddiogelwch yr ysgol neu ei defnyddwyr.

CYMWYSTERAU, HYFFORDDIANT A GALLUOEDD TEBYGOL

- Nid oes angen cymwysterau ffurfiol o gwbl, er bod angen sgiliau llythrennedd a rhifedd er mwyn darllen cyfarwyddiadau a gwneud mesuriadau syml.
- Nid oes angen profiad blaenorol o gwbl.
- Gallu gweithredu offer a defnyddio deunyddiau
- Deall gweithdrefnau a gallu eu dilyn, dilyn cyfarwyddiadau syml a darllen labeli.
- Gallu deall rheoliadau a gweithio'n unol â hwy
- Gallu nodi atebion syml i broblemau syml, e.e. gwella dulliau gwaith, aildrefnu amserlenni glanhau
- Gallu cyfnewid gwybodaeth syml â chydweithwyr a defnyddwyr
- Deall halogiad
- Deall lechyd a Diogelwch