



# Job Description

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St. Helens Council

<b>Post:</b>	<b>Mobile Caretaker</b>
<b>Department:</b>	<b>Place Services</b>
<b>Grade:</b>	<b>SCP 4</b>
<b>Responsible to:</b>	<b>Cleaning/Caretaking Supervisor</b>

## **Purpose of the Post:**

**To undertake the duties of absent Caretakers at various locations throughout the Borough under the direction of the Area Supervisors, Catering/Cleaning office staff, Contract Manager and Services Manager. Providing the necessary support to sites in accordance with their responsibilities and instructions complying fully with all Health and Safety requirements. In addition may be required to cover for absent cleaners, senior cleaners and school crossing patrols as the need arises (additional job descriptions attached).**

## **Duties and Responsibilities:**

1. To liaise with the cleaning office on a day-to-day basis for allocation of work.
2. Responsible for organising cleaners ensuring standards are maintained in the absence of the Caretaker.
3. When acting as key holder, will be responsible for the security of the premises including operation of the fire and burglar alarms.
4. To carry out any further duties within the Caretaking post as specified in the Caretakers job description.
5. To carry out respective duties of cleaners, senior cleaners and SCP's as indicated in the job descriptions attached. Additional hours to be paid at the appropriate rate of pay.
6. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
7. To communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
8. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
9. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.



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10. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
11. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

**Note:** Car mileage will be paid on completion of the mandatory claim form signed by the employee and counter signed by the Contract Manager and returned to the Human Resources Department.

This is subject to possession of a current full driving licence and a valid insurance certificate covering the employee for business use. Proof of cover should be produced to the Human Resources section yearly on submission of the April Claim Form.

**If an applicant cannot drive as they are precluded by disability, applications are still welcome.**

**Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiently with reasonable adjustments.**

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: February 2011**

**Date updated: January 2016**

**Date updated: October 2016**

**Date updated: November 2018**



# Job Description

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<b>Post:</b>	<b>Senior Cleaner</b>
<b>Department:</b>	<b>Place Services</b>
<b>Grade:</b>	<b>SCP 3</b>
<b>Responsible to:</b>	<b>Facilities Services Supervisor</b>
<b>Responsible for:</b>	<b>Cleaners</b>
<b>Purpose of the Post:</b>	<b>To provide a cleaning service to Schools and/or Public Buildings throughout the Borough, ensuring working areas are a safe environment for themselves, staff and public.</b>

## Duties and Responsibilities:

1. Organise cleaning staff in their day-to-day activities.
2. Arrange staff cover for periods of sickness and holidays.
3. Monitoring areas of work undertaken by on site cleaning staff.
4. Provide on site training to cleaning staff in cleaning operations.
5. Undertake routine cleaning duties as instructed by the Cleaning Supervisor  
These will include: -

### **Routine Cleaning Includes**

Sweeping  
Vacuuming  
Emptying of litter bins (As Appropriate)  
Polishing  
Dusting  
Buffing  
Washing  
Mopping  
Glass Cleaning  
Toilet Cleaning

### **Periodic Work Includes**

Carpet & Upholstery Cleaning  
Scrubbing of hard floors  
Washing of table and chairs  
\*Periodic work will be scheduled on a quarterly basis

6. Able to undertake routine paperwork. This will include: -

Monitoring sheets  
Site inspections  
Ordering of stock  
Stock control  
Time sheets



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7. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
8. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
9. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
10. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: January 2012**

**Date updated: December 2014**

**Date updated: January 2019**



# Job Description

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<b>Post:</b>	School Crossing Patrol Operative
<b>Department:</b>	Place Services
<b>Grade:</b>	SCP 3
<b>Responsible to:</b>	Facilities Services Supervisor
<b>Purpose of the Post:</b>	<b>Fundamentally ensuring the safety of children and other pedestrians crossing the road at designated position throughout the borough of St Helens at specified times.</b>

## **Duties and Responsibilities:**

1. To assist children and other pedestrians as outlined above.
2. Operation of Hazard Warning Lights on commencement of duty, reporting any faults to the Supervisor.
3. Control children's behaviour whilst waiting to assist them across the road.
4. To safely halt traffic in the correct manner.
5. Reporting any incidents in relation to traffic and/or abuse to the Supervisor.
6. To undertake all duties in line with Health and Safety procedures as outlined in the School Crossing Patrol Guidance booklet.
7. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
8. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
9. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.



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10. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
11. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
12. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.
13. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

**This post is subject to Enhanced Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: December 2009**

**Date Updated: March 2015**

**Date Updated: July 2016**

**Date updated: April 2018**

**Date update: October 2018**