

- Acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or omissions at work. Co-operating, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any health and safety legislation which may be in force.
- Attend training as required for operational cleaning needs or compliance with legislation or Highland Council corporate requirements.
- Responsible for ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with Council policies and procedures.

Other Duties:

- The post holder may be required to perform duties appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to the post may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it may be necessary to update this job specification from time-to-time.

Special Conditions: This post is subject to an enhanced disclosure check (PVG)

Date: April 2019

The Highland Council

Person Specification

Service:	Development & Infrastructure
Job Title:	Cleaning Operative 2
Location:	Gairloch Primary
Date:	April 2019

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

- A basic level of Cleaning experience

2. **EDUCATION AND QUALIFICATIONS –**

- A basic standard of literacy and numeracy

3. **SKILLS/ATTRIBUTES GENERAL –**

- Ability to follow straightforward instructions

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**

- Ability, after training, to operate various types of cleaning equipment
- Ability to perform duties effectively, sometimes with periods of significant physical effort, sometimes for lengthy periods, or in awkward positions.
- Ability to work alone with minimum inconvenience to the Service Customer
- Ability to work periodically in unpleasant conditions inside and outside
- Ability to work with cleaning chemicals

5. **INTERPERSONAL AND SOCIAL SKILLS –**

- Ability to communicate effectively with others
- Ability to deal effectively with the Services' customers

Ideal Attributes

- Knowledge of Health & Safety within a working environment
- Experience of cleaning equipment, methods and practice