

Role Description and Employee Specification

Job Title:	Office Cleaner	Location:	Witney
Department:	Assets and Estates	Directorate:	Finance Services
Reports to:	Senior Asset Management Officer	Working Hours:	10 hours per week
Salary:	£13.10 per hour	Peer Group:	PGC3
Business World Post Number:	100984	Job Group:	Process and Internal Support
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	The overall purpose of a cleaner is to maintain a clean, safe, and healthy environment by performing various cleaning and sanitation tasks.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Responsible for all basic cleaning in and around office buildings. • Clean floors and rooms. Including mopping, vacuuming, dusting, and spot cleaning glass and windows. • Cleaning restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, mopping floors, and cleaning toilets and urinals. • Vacuum, empty trash, and replaces liners. • Top up stock and dispensers as required. • Monitor and maintain sanitation and organisation of assigned areas. • Performs additional duties as needed <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Excellent communication and organisational skills • Strong interpersonal and problem-solving skills • Highly responsible & reliable • Ability to work cohesively as part of a team • Previous cleaning experience
Desirable Requirements Qualifications, Skills and Abilities:	N/A

General Accountabilities:	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the Chief Executive/Returning Officer in administering election responsibilities 		
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. 		
Date Reviewed:	August 2025	Reviewed By:	Diane Verran
Checked by HRBP	Kathryn Dowell	Date of Issue:	August 2025