



WEST OXFORDSHIRE  
DISTRICT COUNCIL

**Role Description and Employee Specification**

<b>Job Title:</b>	Office Cleaner	<b>Location:</b>	Witney
<b>Department:</b>	Assets	<b>Directorate:</b>	Finance Services
<b>Reports to:</b>	Senior Asset Management Officer	<b>Working Hours:</b>	10 hours per week
<b>Salary:</b>	£ 13.45 per hour	<b>Peer Group:</b>	PGC3
<b>Business World Post Number:</b>	100981	<b>Job Group:</b>	Process and Internal Support
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	N/A

<b>Overall purpose of the Post:</b>	The overall purpose of a cleaner is to maintain a clean, safe, and healthy environment by performing various cleaning and sanitation tasks.
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Responsible for all basic cleaning in and around office buildings.</li> <li>• Clean floors and rooms. Including mopping, vacuuming, dusting, and spot cleaning glass and windows.</li> <li>• 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.</li> <li>• Vacuum, empty trash, and replaces liners.</li> <li>• Top up stock and dispensers as required.</li> <li>• Monitor and maintain sanitation and organisation of assigned areas.</li> <li>• Performs additional duties as needed</li> </ul> <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>
<b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• Strong interpersonal and problem-solving skills</li> <li>• Highly responsible &amp; reliable</li> <li>• Ability to work cohesively as part of a team</li> <li>• Previous cleaning experience</li> </ul>
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	N/A
<b>General Accountabilities:</b>	Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.

	<p>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.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities.</p>		
<b>Special Conditions:</b>	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p>		
<b>Date Reviewed:</b>	August 2025	<b>Reviewed By:</b>	Diane Verran
<b>Checked by HRBP</b>	Kathryn Dowell	<b>Date of Issue:</b>	August 2025