

# Job description

## Cleaning Services Assistant (with driving)

- Grade: Scale 3
- Reports to: Cleaning Services Supervisor
- Direct reports: None
- Your team: Cleaning Operations
- Service area: New Homes and Corporate Landlord Service
- Directorate: Community Wealth Building

### Special requirements of the post

Workstyle: Frontline (Full presence, working in the borough full time)

- Colleagues whose role is delivering frontline services to residents, visitors, businesses and/or other colleagues while present in the borough and activities cannot be done remotely.

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This post requires a DBS check at the appropriate level (Enhanced with Barring)

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This is a safety critical post and will be subject to the council's drug and alcohol policy

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This post is subject to the council's declaration of interest procedure

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This post is designated as politically restricted.

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This post requires a clean driving licence

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# Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we must look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

The role supports the Building Cleaning Department through a range of duties including cleaning, window cleaning, caretaking, descaling, PAT testing, and minor repairs. It involves using cleaning machinery and materials, bio-hazard cleaning, deep cleans, and maintaining building security. The post holder assists with waste management, energy reduction, and ensures all equipment is operational. Responsibilities include travelling between sites and working flexible hours. Commitment to health and safety, council values, and high-quality service delivery is essential, alongside participation in training and meetings to support continuous improvement.

## Key responsibilities

- To aid the Building Cleaning Dept, offering cleaning, window cleaning, caretaking duties, descaling and PAT testing. Using cleaning materials/machinery/equipment. Including other services as relevant to the team's service level agreement and to support the management on corporate issues as relevant to the post.
- Assist in the provision of maintenance, security, locking buildings and setting alarms, cleaning/window cleaning, caretaking, carparks and all other building cleaning related maintenance.
- Undertake shower and tap descale to assist in Legionella prevention.
- Undertake bio-hazard cleaning tasks as required.
- Carry out minor office repairs as appropriate.
- To assist in reporting all repair and maintenance requirements ensuring all building cleaning services plant, machinery and services are in working order.
- To undertake heavy duty blitz / deep cleaning tasks as required.
- To support the centralised waste management process in setting-up, collecting and removing of office waste and for its containment as directed.

- To carry out PAT testing duties in relation to building cleaning machinery, with appropriate training as required.
- Providing support services to the Mayoral Office, Elections Team, and other key service areas within the Town Hall.
- To use new technology in relation to building cleaning machinery, with appropriate training as required.
- To travel to and from different sites, including working out of hours, to ensure effective quality control. You will adhere by the Council's environmental travel practices. You will support driving requirements of the Council - this includes driving fleet vehicles and using public transport or cargo bike (or similar).
- The flexibility and ability to work outside normal hours.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as achieved by the line manager.
- To undertake training and constructively take part in meetings, supervision, and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality, and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Wear allocated uniforms and protective clothing at all times whilst on duty (once allocated, all clothing to be maintained in good order).
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- • To support the energy management processes within the building in carrying out and enforcing energy reduction guidelines.
- • Carry out responsibilities in accordance with the Council's Health and Safety Policy and relevant building cleaning related legislation.
- • Any other reasonable request commensurate with the grade.

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

## Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

### Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	A good record of education to support the requirements of the job in terms of written skills, oral skills, and numerate skill.	Essential
2	Experience in the provision of portage and cleaning/window cleaning services in a complex organisation.	Desirable
3	Ability to work as part of and deliver a high quality, effective and efficient portage service	Essential
4	Ability to carry out minor building cleaning related repairs and competent in the use of simple building tools.	Essential
5	Proven ability to communicate effectively (both written and orally).	Essential
6	Ability to prioritise and work effectively under pressure and within tight schedules.	Essential
7	Ability to actively support and promote the council's dignity for all policy (Equal Opportunities Policy).	Essential
8	Ability to adhere to the Council's Dignity for All policy	Essential

## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.

