



CHIPPING NORTON TOWN COUNCIL
The Town Hall, Chipping Norton, OX7 5NA
townclerk@chippingnorton-tc.gov.uk
Office hours: Mon/Weds/Fri, 9am-5pm
Phone number: 01608 642 341

JOB DESCRIPTION AND PERSON SPECIFICATION – Cleaner (2x Positions available)

Permanent - Part-time

Proposed start date: April 2026

Please note: Applications will be considered until the roles have been filled.

Applicants may be asked to undertake a paid trial cleaning session in lieu of a traditional interview.

Reporting to: The Town Clerk & CEO

Hours: Part time, Total hours: 18/week

Grade/Salary: SCP 7-12 [£26,403 – 28,598 FTE)

Location: Chipping Norton Town Hall, Glyme Hall, and Worcester Road Industrial Estate

Job Summary:

We are seeking two reliable and dedicated Cleaners (SCP7-12) to join our team at Chipping Norton Town Council. Under direction of senior staff, you will help maintain a clean, safe, and hygienic environment for our visitors and staff.

The successful candidates can choose to work early mornings (before 9am) or evenings (after 6pm). The cleaners will work 4.5 hours per day, either Sunday-Wednesday or Wednesday – Saturday.

Cleaning during weekends and holidays will be on an as-needed basis, open for discussion based on your committed priorities.

Duties:

1. Clean all surfaces, fixtures, fittings, floors, walls and sanitary areas
2. Collect and dispose of waste appropriately
3. Refill and replace consumables
4. Report maintenance issues and ensure security of premises
5. Follow health and safety procedures at all times

Such other reasonable duties as determined by the Town Clerk commensurate with the status of the post.

Health and Safety

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and



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apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

Fairness and Dignity at Work

Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

This job description is provided to assist the post holder to know main areas of responsibilities. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of the post

1. PERSON SPECIFICATION

Essential

- Able to work as part of a team, service orientated, supportive, self-motivated, flexible, and able to demonstrate commitment
- Experience in general cleaning work
- Holds or is willing to undertake an enhanced DBS check

Desirable

- Willingness to work anti-social hours and undertake after-party cleans if required
- Willingness to act as one of the Council's official key holders
- Commitment to safeguarding and promoting the welfare of children and young people

Please fill out the attached application form and return to: Katherine at townclerk@chippingnorton-tc.gov.uk

Applications will be considered on a rolling basis, however, if we receive a high volume of applications we may close applications early. Early application is therefore advised.