



Monkfield Medical Practice

## **JOB VACANCY**

**Position:** Cleaner – Cover  
**Location:** Sackville House, Sackville Way, Cambourne, Cambridge  
**Days:** Monday - Friday  
**Hours:** 6pm to 8pm  
**Salary:** £10.42 per hour

Monkfield Medical Practice (MMP) has a patient population of 12,750 and is led by 3 Partners and their multidisciplinary team who work together within a close team, supporting each other to provide safe, high quality, sustainable healthcare to Cambourne.

We are currently seeking to recruit a cover cleaners to support our established team when they are on leave/absent on an ad hoc basis. You must have excellent attention to detail, take pride in all of your work and seek to exceed expectations.

This position would be great for someone who is looking to top up their current hours on an adhoc basis.

*Please note: If you are a patient at the practice, we will ask you to move to another surgery in the local area*

**To apply for this position, do so by emailing Hannah Crisford, Practice Manager [h.crisford@nhs.net](mailto:h.crisford@nhs.net)**

**Copies of advert available to take away at reception or see our website <https://www.monkfieldpractice.co.uk/>**

*We encourage all our staff to complete the course of COVID vaccinations*

***Full job description below***



## Monkfield Medical Practice

**JOB TITLE:** GP Cleaner  
**LOCATION:** Sackville House, Cambourne  
**HOURS:** 0 hours contract offered to cover planned leave and ad hoc sickness  
**REPORTING TO:** Cleaning Supervisor or Practice Manager  
**KEY RELATIONSHIPS:** All MMP Team members

### **JOB PURPOSE:**

To keep the surgery in a clean and orderly manner in line with the NHS cleaning Charter and practice schedules and infection control needs.

### **MAIN DUTIES:**

- Vacuum all areas of the surgery that have been in use
- Empty bins and paper shredder into the correctly coloured bags:
  - Clinical waste
  - Re-cycling paper
  - General waste
  - Shredding material
- Clean all sinks and working surfaces that have been in use
- Clean and disinfect all toilets
- Damp dust all surfaces that have been in use
- Tidy rooms ready for use
- Notify practice manager of any breakages or hazards
- Wash up items in consulting rooms and the common room
- Clean worktop surfaces in kitchen
- Wash floors in treatment/consulting rooms
- Check towels and replace as necessary, tea towels to be changed daily
- Maintain supplies of cleaning materials
- Disinfect all patient couches w
- Turn off lights, set alarm and lock surgery when leaving

### **WEEKLY JOBS**

- Polishing furniture and reception desk
- Clean telephones with cleaner provided
- Check stock of cleaning materials and leave a note for the practice manager
- Clean entrance doors
- Clean fridge and fronts of any kitchen cupboards that need attention
- Spot clean any carpet stains
- Empty vacuum bag
- Put rubbish out for collection

### **MONTHLY JOBS**



## Monkfield Medical Practice

- Clean inside of any windows that need attention

### **ANNUAL JOBS**

- Liaise with PM regarding carpet cleaning (contractors used)
- Arrange “spring” cleaning schedule

Undertake any other cleaning tasks that may occasionally be required, prior notification will be given and overtime paid at the hourly rate.

### **Confidentiality**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### **Health & Safety**

The post-holder will ensure that practice procedures are fully followed and documented as appropriate as defined in the practice Health & Safety Policy, the practice Health & Safety Manual, Infection Control policy and published cleaning rotas and schedule. This will include (but will not be limited to):

- Awareness of practice standards of infection control and cleanliness and an understanding of good practice guidelines
- Demonstrate due regard for safeguarding.
- Ensure full use of Personal Protective Equipment (PPE) following practice guidelines
- Ensure only correct and authorised cleaning substances are used
- Ensuring that cleaning schedules and related instructions are strictly adhered to
- Ensuring that occasional “one-off” cleaning needs are dealt with according to recognised best practice procedures
- Identify own training needs, ensuring own training in infection control and cleaning techniques / equipment usage / waste and sharps handling is maintained up to date, liaising with the appropriate manager as necessary
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps including storage and disposal



## Monkfield Medical Practice

- Ensuring proper own hand hygiene procedure
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Escalation of issues to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and escalating issues as needed
- Undertaking periodic infection control training (minimum twice annually)
- Waste management including collection, handling, segregation, container management and storage
- Spillage control in accordance with practice procedures
- Maintenance of sterile environments
- Reporting potential risks identified.
- Ensuring that COSHH Data Sheets are available for all substances as appropriate especially those with hazard symbols.
- Ensuring that cleaning substances are returned to the cleaning store cupboard immediately after use and prior to staff using the building. Cleaning materials and substances are not to be stored under sinks, on work surfaces, window ledges etc as this may result in inappropriate use by untrained staff

### **Equality and Diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional Development**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

### **Quality**

The post-holder will strive to maintain quality within the practice, and will:



## Monkfield Medical Practice

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

### **Communication**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

### **Contribution to the Implementation of Services**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate, and in particular take a major role in the annual Infection Control Audit [\* see Infection Control Checklist] jointly with the practice manager and the infection control nurse

***NB: This job description is not meant to be exhaustive and the post holder will be required to undertake any other duties commensurate with the grading of the post. Any changes to the job description will take place in consultation with the post holder.***



Monkfield Medical Practice

<b>Cleaner - Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Academic/ Vocational Qualifications</b>	<ul style="list-style-type: none"> <li>No formal qualifications are necessary as full training will be given</li> </ul>	<ul style="list-style-type: none"> <li>City and Guilds Level 1 Cleaning and Support Services</li> <li>Any other relevant qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>No experience necessary as full training will be given</li> </ul>	<ul style="list-style-type: none"> <li>Working in a healthcare environment</li> <li>Working in a similar/domestic role previously</li> <li>Experience of working with cleaning equipment</li> <li>Working in a customer/patient focussed role</li> </ul>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>Understanding of what the role will entail</li> <li>Understanding the use of cleaning equipment/activities</li> <li>Effective communication skills both verbally and written</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of NHS National Specification of Cleaning Standards, COSHH ((Control of Substances Hazardous to Health), Patient Led Assessments of the Care Environment (PLACE)</li> <li>Knowledge of cleaning equipment and colour coding</li> </ul>



Monkfield Medical Practice

	<ul style="list-style-type: none"><li>• Able to make judgement and decisions on regular or reoccurring cleaning issues</li><li>• Ability to operate the relevant equipment</li></ul>	<ul style="list-style-type: none"><li>• Basic IT Skills</li></ul>
<b>Qualities/ Attributes</b>	<ul style="list-style-type: none"><li>• Committed to providing high standards all of the time.</li><li>• A hardworking, dedicated and an effective team member.</li><li>• Flexibility when required</li><li>• Ability to multi-task and plan work</li><li>• Excellent time keeping</li><li>• Reliability</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Ability to recognise and handle challenging situations in a calm and professional manner</li><li>• Willingness to undertake assessment and complete further training or qualifications.</li><li>• Willingness to adapt and learn new skills</li></ul>	