2604-06 Cleaner

Salary: £13.45 per hour (Real Living Wage)

Contract type: Part-time (10 hours per week), Permanent

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

The post holder will be expected to assist with the cleaning of the WJEC main office building (Western Avenue), to ensure that an effective and efficient cleaning service is provided. Hours of work are Monday to Friday from 5–7pm.

About you

To enjoy this role, you'll be a flexible and enthusiastic person who likes being busy and working with other colleagues across WJEC. You'll have an organised and efficient approach to work, alongside a willingness to undertake duties which may be of a repetitive nature.

Benefits

We offer a range of excellent benefits including a Local Government Pension Scheme, options for flexible working and generous leave entitlements – all within a great team and a culture encouraging inclusion and diversity. A career with WJEC can be extremely rewarding and specific training to develop your professional skills in role will be provided.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

Please visit our website to download a copy of the job description and application form.

Closing date: 23:59, Wednesday, 4 November 2026

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245 Western Avenue, Cardiff CF5, 2YX
Tel 029 2026 5002 / 5189 / 5015
www.wjec.co.uk

JOB DESCRIPTION

Job title	**Cleaner**
Department:	Operations
Section:	Facilities
Responsible to:	Cleaning Supervisor
Grade:	1
Location:	**Western Avenue**

Main purpose of Job:

The post holder will be expected to assist with the cleaning of the WJEC main office building (Western Avenue), to ensure that an effective and efficient cleaning service is provided.

Hours of work are Monday to Friday from 5-7 pm.

Principal Duties and Responsibilities:

The person will be expected to effectively clean offices, corridors and stairwells by means of:

- Vacuuming
- Emptying of waste and recycling bins
- Polishing of desks, windowsills, skirting boards and all glass partitions
- Dry dusting (corners and ceilings) walls and paintwork

The person will also be expected to clean toilets by means of cleaning:

- Toilet bowls
- Sinks
- Mirrors
- Floors
- Replenishing toilet rolls and soap dispensers as and when required

Person Specification

Job title:	Cleaner
Department:	Operations

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Punctual
- Reliable
- A responsible approach to work and ability to work without a great deal of supervision
- Ability to bend, carry, lift and stretch in order to fulfil the duties of the post
- Ability to get on well with colleagues and to work as part of a team

Desirable

- Welsh language skills

Knowledge

Desirable

- Basic knowledge of health and safety requirements linked to post

Experience

Desirable

- Previous experience of working in either a domestic or commercial cleaning environment

Training / Qualifications

Other Requirements

Desirable

- Ability to understand both verbal and written instructions
- Ability to use a computer for relevant web-based training modules

Telerau ac Amodau Gwasanaeth / *Terms and Conditions of Service*

Teitl y Swydd / *Job Title:*	**Glanhawr** / *Cleaner*		
Cyflog / *Salary:*	**£13.45 yr awr (pro rata lle y bo'n gymwys)** / *£13.45 per hour (pro rata where applicable)*	**Gradd /** *Grade:*	**Cyflog Byw go iawn /** *Real Living Wage*
Gwyliau Blynyddol / *Annual Leave:*	**25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig.** *25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.*		
Pensiwn / *Pension:*	**Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol.** *The provision of the Local Government Pension Scheme (LGPS) applies.*		

Math o Gytundeb / *Contract Type:*

Oriau Gwaith / *Working Hours:*		**Hyd y Contract** */ Length of Contract:*
☐ **Llawn-amser** / *Full-time*		☒ **Parhaol /** *Permanent*
☒ **Rhan-amser** / *Part-time*		☐ **Tymor penodol /** *Fixed-term*
Nifer yr oriau yr wythnos / *No. of hrs per week:*	10	**Dyddiad gorffen arfaethedig** / *Planned end date:* **Rheswm dros y cyfnod penodol** / *Reason for fixed term:*

Arall / *Other:*

Cyfnodau prysur llwyth gwaith / *Workload Peaks:*	**Amh** *N/A*

Dull Ymgeisio / *Method of Application:*

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn **23:59, dydd Mercher, 4 Tachwedd 2026**.

Completed forms should be sent by email to HR@wjec.co.uk by **23:59, Wednesday, 4 November 2026**.