

## Part-Time Cleaner

- Salary/Grade: Living Wage, £8.75 per hour
- Fixed Term/Perm/Temp/Casual: Permanent
- Hours: 5 hours per week
- Location: Shirebrook Contact Centre, 2A Main Street, Shirebrook, Mansfield, Nottinghamshire, NG20 8AW
- Closing Date: 13<sup>th</sup> February 2019
- Interview Date: To be confirmed

## Job Details and Requirements

The above vacancy now exists within the Property & Estates Department, based at the Shirebrook Contact Centre. The successful candidate will provide an efficient cleaning service throughout the Office accommodation ensuring that it is kept in a clean and hygienic condition.

The successful applicant will, therefore, possess:-

- A basic standard of education in order to complete timesheets, read memos, corporate policies, notices and instructions on bottles or equipment.
- Demonstrable knowledge of cleaning techniques, use of standard cleaning appliances and equipment and use of hazardous cleaning substances.
- Competency in cleaning, washing, sweeping, vacuum cleaning, emptying waste bins, polishing, dusting etc.
- The ability to demonstrate strong customer focus and a commitment to service improvements.
- The ability to work both within a team environment and on own initiative to competing deadlines displaying tact, discretion and confidentiality at all times.
- Home telephone/quick contact point if required to cover at short notice.
- The availability to cover holidays and sickness for colleagues at other locations if required to do so from time to time.

## Contact Details

For an informal discussion please contact Matthew Cooper, Corporate Property Manager, (01246) 242227, [matthew.cooper@bolsover.gov.uk](mailto:matthew.cooper@bolsover.gov.uk)

## Application Pack

If you are interested in this post please go to the Jobs page on the NEDDC website.

Our preferred method of application is online and **CV's will not be accepted.**

Alternatively, if you do not have access to the internet, you can:

- Telephone the NEDDC Contact Centre on 01246 217640
- Email [connectne@ne-derbyshire.gov.uk](mailto:connectne@ne-derbyshire.gov.uk) or  
[humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

## Job Description

<b>Job title</b>	<i>Cleaner</i>
<b>Reports to</b>	<i>Corporate Property Manager</i>
<b>Direct reports</b>	
<b>Grade</b>	<i>Living Wage</i>
<b>Salary range</b>	<i>£8.75 per hour</i>

### Job purpose

To provide an efficient cleaning service throughout the office accommodation and to ensure that it is kept in a clean and hygienic condition.

### Duties and responsibilities

Cleaning, washing, sweeping, vacuum cleaning, emptying waste bins, polishing, dusting (including toilet, bathroom and associated facilities) and fixtures and fittings, using where necessary powered equipment all as directed by the Corporate Property Manager or Corporate Property Officer.

To provide cover for other cleaners in the event of sickness or annual leave as directed by the Corporate Property Officer or Corporate Property Manager.

To carry out any other duties commensurate with the post.

### Working conditions

N/A

### Physical requirements

The job entails a level of physical ability to undertake the tasks detailed.

### Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.

- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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<b>Approved by:</b>	<i>M. Cooper</i>
<b>Date approved:</b>	<i>4<sup>th</sup> December 2018</i>
<b>Reviewed:</b>	

## PERSON SPECIFICATION

<b>Post Title:</b> Cleaner	<b>Section:</b> Property & Commercial Services		
<b>Directorate:</b> Operations			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>Demonstrable knowledge of cleaning techniques, use of standard cleaning appliances and equipment and use of hazardous cleaning substances</li> </ul>	a, i & c		a & i
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>A basic standard of education to enable the post-holder to fill in timesheets, read memos, corporate policies, notices and instructions on bottles or equipment</li> </ul>			
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Competency in cleaning, washing, sweeping, vacuum cleaning, emptying waste bins, polishing, dusting etc</li> </ul>	a & i		a & i
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>The ability to demonstrate strong customer focus and a commitment to service improvements</li> <li>The ability to work both within a team environment and on own initiative to competing deadlines displaying tact, discretion and confidentiality at all times</li> <li>Home telephone/quick contact point if required to cover at short notice</li> <li>The availability to cover holidays and sickness for colleagues at other locations if required to do so from time to time</li> </ul>	a & i	<ul style="list-style-type: none"> <li>Own transport/full current driving licence in order to cover at other locations if required to do so from time to time, although alternative arrangements may be agreed with applicants with a relevant disability</li> </ul>	a & i

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	<i>M. Cooper</i>
<b>Date approved:</b>	<i>4<sup>th</sup> December 2018</i>
<b>Reviewed:</b>	