

Job Vacancy

Cleaner

SALARY £12 per hour

We are looking for an additional staff member to assist with keeping our building clean and safe.

6pm – 8pm Monday to Friday
Excellent annual leave package

Additional hours may be available on a casual basis

MAIN PURPOSE

To carry out daily cleaning schedules to a high standard
To work safely within procedures at all times
To lock/unlock the building
To move / set up furniture
To set up food/drink stations

MAIN TASKS

- To clean and maintain the building
- To work safely within procedures at all times
- To lock/unlock the building

This role is subject to an enhanced DBS Check

JOB TITLE **Cleaner**
RESPONSIBLE TO **tbc**
CONTRACT **Permanent**
SALARY **£12 per hour**

Working Pattern: 10 hours per week.

6.30am – 8.30am Monday to Friday

Additional hours may be available on a casual basis

MAIN PURPOSE

To work from the New Roundhouse – our childcare and community centre.
To clean/maintain all building areas according to a cleaning schedule.
To open or lock the building following set routines

MAIN TASKS

To carry out daily cleaning schedules to a high standard
To work safely within procedures at all times
To lock/unlock the building
To move / set up furniture
To set up food/drink stations

OTHER TASKS

1. To work within all Settlement policies at all times and complete all appropriate proformas in line with current policies.
2. To ensure that all work reflects the projects commitment to challenging discrimination, in line with the Settlements equal opportunities policy.
3. To attend Settlement team meetings, management committee and other project meetings as required through consultation with the Senior Management Team.
4. To undertake any other duties in connection with the work of the project as requested from time to time by the Senior Management Team or Trustees.

This appointment is subject to our standard terms and conditions (copy available on request), an enhanced DBS check and satisfactory references.

PERSON SPECIFICATION – Cleaner

	Essential Qualities	Desirable Qualities	Method of Assessment
1.	Experience		
1.1		A minimum of 1 year in a premises related role	A/I
2.	Skills and Abilities		
2.1	To be able to follow cleaning routines		A/I
2.2	To complete simple paperwork		A/I
2.3	To clean a variety of areas rapidly and effectively		A/I
2.4	To be friendly to other staff and service users		A/I
2.5	Ability to meet the demands of the physical nature of cleaning		A/I
3.	Safeguarding		
3.1	A Commitment to Equal Opportunities		A/I
3.2	A commitment to working in an open and transparent culture to ensure that children and young people are safeguarded.		A/I

This appointment will be subject to the receipt of 2 references and an enhanced DBS check.