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Senior Cleaner

Part time average 16 hours per week
Grade C: £8.36 - £9.21 per hour (SCP 12-17) plus:
- flexible annualised hours
- generous holiday entitlement
- competitive pension scheme

Join our friendly cleaning team at the South Holland Centre.

Senior Cleaner required to work mornings; flexible days and hours between 6.30am and 10am, including some Saturdays / Sundays to work around events. Sunday hours are paid at an enhanced rate. Experience of cleaning work, using cleaning equipment and supervising people required.

For an informal chat about the job, please contact Jo Wheatley, Operations Manager on 01775 764819

Closing date:  Friday 23rd March 2018
Interview date: TBC
IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971.

If you are selected for interview please bring with you one of the following documents:

1. A UK passport showing that you are a British Citizen who has the right to live in the United Kingdom

2. A national identity card or passport to show that you are a national of the European Economic Area (EEA).

If you cannot provide either of the above documents you should bring with you:

- An official document showing a National Insurance number, along with a full birth certificate, or a letter from the Home Office, or an Immigration Status Document;

OR

- A work permit, along with either a passport or a letter from the Home Office, which in either case must confirm that you have permission to enter or remain in the United Kingdom and take the work permit employment in question.
JOB DESCRIPTION

POST TITLE AND NUMBER
Senior Cleaner (38817)

SERVICE UNIT
Facilities Services

TEAM
South Holland Centre

GRADE
C (12 – 17)

This is a flexible annualised hours post based on an average of 16 hours per week. Actual weekly hours and days worked will be flexible between 6.30am and 10am. You will be required to work some Saturdays and occasional Sundays around events. Sunday hours are paid at an enhanced rate.

RESPONSIBLE TO
SHDC Facilities Management Officer (and working closely with the South Holland Centre Operations Manager)

RESPONSIBLE FOR
No line management responsibility. Supervisory responsibility for the South Holland Centre cleaning team

JOB PURPOSE

To maintain a high standard of cleanliness throughout the South Holland Centre, including supervising and monitoring the work of the SHC cleaning team. To support the SHDC Facilities Management Officer in achieving the priorities and objectives of the Council.

KEY ACTIVITIES

1. To work with the SHC Operations Manager in deploying cleaning staff and hours in the most effective and efficient way.

2. To supervise and monitor cleaning operations on the ground, ensuring allocated tasks are completed as planned.

3. To monitor stocks of cleaning and hygiene materials and order as required

4. To undertake early morning Duty Management (when the South Holland Centre is closed to the public), including being a building key holder, leading on emergency evacuation and undertaking control of contractors’ procedures.

5. To undertake regular cleaning tasks at the South Holland Centre in line with daily and weekly schedules
6. To undertake specific cleaning tasks in relation to the varied events and functions taking place in the South Holland Centre, including theatre/cinema/banqueting.

7. To coordinate and undertake annual deep cleaning jobs throughout the building.

8. To maintain the health, safety and security of staff, customers and users of the South Holland Centre.

9. To perform any other relevant activities required by the Facilities Management Officer.
## PERSON SPECIFICATION

**POST TITLE AND NUMBER** Senior Cleaner

**SERVICE UNIT** Facilities Services

**TEAM** South Holland Centre

**GRADE** C (12 – 17)

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<th>Essential</th>
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<td><strong>Education and training</strong></td>
<td>a) A good standard of education including GCSE English &amp; Maths or equivalent</td>
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<th>Essential</th>
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<td><strong>Relevant Experience</strong></td>
<td>a) Experience of having responsibility for supervising people</td>
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<td>b) Experience of cleaning work</td>
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<td>c) Experience of using cleaning equipment and associated materials</td>
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<td><strong>Knowledge</strong></td>
<td>a) An understanding of how to provide high quality customer service to internal and external customers</td>
<td>a) An understanding of health and safety requirements in relation to cleaning and public facilities</td>
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<td>b) An understanding of COSHH regulations and processes</td>
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<td><strong>Skills and Abilities</strong></td>
<td>a) Ability and confidence in dealing with a range of people in a calm, confident and professional manner</td>
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<td>b) A good level of literacy</td>
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c) Accuracy and attention to detail, particularly when working to tight deadlines.

d) Ability to work on own initiative as well as part of a team.

e) Able to communicate effectively by telephone and in person

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<td>Competencies (See the document titled ‘People Plan’ which describes these in more detail)</td>
<td>Leading with impact Innovative and forward thinker Collaborative Partner Commercial Awareness Effective communicator Delivering excellence</td>
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<td>Other attributes</td>
<td>a) Able to be flexible in working hours across different days of the week, including some Saturdays and occasional Sundays</td>
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<td>b) Commitment to equal opportunities</td>
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<td>c) A tidy and presentable appearance</td>
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<td>d) A friendly approachable nature.</td>
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This post is offered as a flexible annualised hour’s contract with pay based on an average of 16 hours per week, which will usually be worked over 5 days. Where Sunday hours are worked as part of the 16 hours they will be paid at an enhanced rate.
Brief Outline of Conditions of Service

Appointment of: Senior Cleaner

Service Unit: Facilities

Grade: C

Progression is by increments on 1st April each year until the top of the grade is reached. Employees with less than six months service on 1st April will receive their first increment six months after their appointment/promotion.

Contract type

Subject to the receipt of satisfactory references and medical clearance, the post will be offered on a permanent basis.

Probation

Employees that are new to local government will be appointed on a six months probationary period. The Council may not insist on this requirement and agree a shorter probationary period, or may extend it, with the agreement of the employee.

Hours of Work

16 flexible annualised hours

Leave

Annual leave entitlement is 4.8 working weeks increasing to 5.6 working weeks after 5 years continuous local government service. There is also a pro-rata entitlement to the 8 bank holidays.

Holiday Purchase Scheme

Holiday Purchase is a scheme designed to allow employees to ‘buy’ additional annual leave. Employees (full-time and part-time) are able to request to purchase up to 2 working weeks additional annual leave. The annual leave can be taken in blocks or as individual days.
The cost of the additional leave can be deducted from the employee’s salary for the month that the leave is requested and taken or can be spread over the year.

Applications must be made by 1 January for the following leave year which starts in April.

**Payment of Salaries**

Salaries will be paid on a calendar monthly basis no later than the 23rd of each month. Payment of salary will be made by direct credit of net pay to a Bank or Building Society account specified by the employee.

**Pension Scheme**

All employees may join the scheme provided that:

i) they are medically fit
ii) they are under the age of 75

Employees pay a basic contribution of 5.5% to 7.5% of their salary (depending on their salary level). The employer pays a contribution of 16.7%.

**Childcare vouchers**

Childcare voucher schemes are a government led initiative designed to support working parents with their childcare costs. The childcare voucher scheme allows employees to exchange a portion of their salary for vouchers. These vouchers are then used to pay a childcare provider. By doing this employees save money as no Income tax or National Insurance is payable on the part of the salary taken in vouchers.