

THORNBURY TOWN COUNCIL

JOB DESCRIPTION

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| <u>JOB TITLE:</u> | Cleaner |
| <u>IMMEDIATE SUPERVISOR:</u> | Hall Supervisor |
| <u>ULTIMATELY RESPONSIBLE TO:</u> | Hall Manager |
| <u>HOURS & PAY:</u> | 14 hours minimum per week (will include early mornings and some evening and weekend work) |
| <u>SALARY:</u> | £8.22 - £8.72 per hr (£15,807 - £16,781 pro-rata + pension) |

ROLE:

To assist in maintaining the facilities at the Armstrong Hall Complex to a high standard of cleanliness.

REQUIRED SKILLS:

Ability to work with little supervision and to liaise appropriately with other staff and the public as required. The successful applicant should be able to demonstrate total trustworthiness and thoroughness. Previous cleaning experience would be beneficial, full training will be provided.

DUTIES:

1. Thoroughly clean all areas of the Armstrong hall complex as directed by the Hall Supervisor or other staff. This includes offices, meeting rooms, the halls, public areas, toilets, changing rooms and kitchen areas.
2. Monitor stocks of cleaning materials, etc. and report any requirements to the Hall Supervisor.
3. Ensure the security of the building at all times and to lock up the building as necessary
4. Report immediately to the Hall Supervisor any breakage, fault or defect.
5. Undertake any additional tasks connected with cleaning, caretaking or similar duties as may be required from time to time at any Council run facilities
6. Recognise at all times that the Council is delivering a service to the community and treat all hirers and users with respect.

DO YOU HAVE ANY UNSPENT CONVICTIONS AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 OR AS AMENDED BY THE LEGAL AID SENTANCING AND PUNISHMENT OF OFFENDERS ACT 2012? YES/NO

IF YES GIVE DETAILS:

REFERENCES

1. NAME:

JOB TITLE:
(if applicable)

ADDRESS:

POST CODE:

TEL :

E-MAIL:

2. NAME

JOB TITLE:
(if applicable)

ADDRESS:

POST CODE:

TEL :

E-MAIL :

IF NEITHER OF THE ABOVE REPRESENTS YOUR CURRENT OR MOST RECENT EMPLOYER PLEASE GIVE A REFEREE IN THAT CATEGORY WHO WILL NOT BE CONTACTED UNLESS THE POST IS OFFERED TO YOU.

*REFEREE (EMPLOYER) NAME:

ADDRESS:

POST CODE:

TEL :

* Will not be contacted without your approval

PLEASE GIVE FULL DETAILS OF PAST WORK EXPERIENCE WHICH WOULD ASSIST YOU IN THE POST FOR WHICH YOU ARE APPLYING, MAKING REFERENCE TO THE PERSONAL SPECIFICATION SET OUT IN THE JOB DESCRIPTION:

STATE BRIEFLY WHY YOU THINK YOU COULD SUCCESSFULLY CARRY OUT THE DUTIES OF THE POST LISTED IN THE JOB DESCRIPTION:

PLEASE ATTACH TO THIS APPLICATION A FULL AND CURRENT C.V.

I hereby confirm that the particulars given above and in the attachments to this application are true and correct to the best of my knowledge and that I have not canvassed any member or Officer of the Thornbury Town Council in relation to the appointment I now seek.

Signature:

Date:

Please return completed application form to:

The Town Clerk
Thornbury Town Council
Town Hall
35 High Street
Thornbury
Bristol. BS35 2AR

Or

Email: clerk@thornburytowncouncil.gov.uk

THE CLOSING DATE FOR APPLICATIONS IS MONDAY 13 FEBRUARY 2017

If shortlisted, interviews will be held on 16 or 17 February.

Please indicate whether you would be available for interview on:

16 February

or

17 February

Other dates when you would be available:

If you have any additional needs or requirements for you to be able to attend for interview, please inform us about these below: