



Casual Cleaner

Pay Band A

£8.75 Per Hour

Job reference: V54

Contents

1. Letter from the Human Resources
2. Volair Ltd's vision and objectives
3. Job description
4. Person specification
5. Conditions of service



Dear Applicant

Post of Casual Cleaner

Thank you for your enquiry about the post at Volair Ltd.

Please find enclosed further details about the post and an application form for you to complete and return to hr@volair.org.uk by 5pm on Friday 12th October 2018.

Interviews are likely to take place within two weeks of the closing date. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

Volair Ltd places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, Volair Ltd will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact me as soon as possible on telephone number 0151 443 4160. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that Volair Ltd will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

I look forward to receiving your application and thank you for your interest in this post.

Yours faithfully

Clare Kerr

Clare Kerr
HR, Pensions and Payroll Administrative Officer



Our shared vision - to make Knowsley: ***The Borough of Choice***

"We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community."

CORE VALUES:			
Act with integrity	Being accountable	Openness and transparency	Respect for people
<ul style="list-style-type: none"> ▪ Demonstrates honesty, reliability and trustworthiness ▪ Does the 'right' thing ▪ Demonstrates consistency ▪ Acts according to a consistent set of morals, values and principles at all times 	<ul style="list-style-type: none"> ▪ Acknowledges and assumes responsibility for actions and decisions ▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others 	<ul style="list-style-type: none"> ▪ Makes decisions in an open and transparent manner ▪ Shares information whenever possible ▪ Explains when information can't be shared ▪ Is open to new ideas and new ways of working 	<ul style="list-style-type: none"> ▪ Champions equality and diversity with all people at all levels ▪ Treats people in the way they would like to be treated ▪ Values people and their contributions ▪ Shows consideration for others through thought and action



Job description	
Job title	Cleaner
Grade	A (Inclusive of all weekend, out of hours, evening and Bank Holiday working)
Directorate	Volair Ltd
Section/team	Leisure and Culture Operations
Accountable to	Principal Leisure Manager / Senior Duty Officer / Duty Manager
Responsible for	Cleaning leisure facilities
Date reviewed	11 October 2013

Purpose of the job

To provide a flexible cleaning provision across a range of buildings within the Borough to meet service requirements. To work as part of a team, to provide an effective service to ensure that the required standards are achieved

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

To carry out scheduled and reactive tasks across any Active Leisure Facility.

1. To provide cleaning support, ensuring that all establishments are kept in a clean and hygienic condition, and that daily cleaning tasks such as vacuuming, buffing, cleaning of sanitary-ware and polishing and mopping surfaces are completed on time and to the required standard.
2. Dealing with any spillages and removal of bodily fluids in a safe, hygienic and timely manner.
3. Carry out periodic litter picking duties internally and externally, brush, sweep and remove debris, using the correct cleaning equipment, and disposal of in the appropriate external waste container.
4. Replenish paper towels, soap, toilet paper, bin liners.



5. Ensure a high standard of customer care is achieved at all times.
6. Some duties may involve working with classified dangerous chemicals and all COSHH regulations and agreed local procedures must be followed.
7. A uniform will be supplied and must be worn at all times when on duty, the uniform must be kept clean and worn in good condition.
8. There is a requirement for the post-holder to have a flexible attitude towards transferring at short notice to any establishment within a reasonable geographical distance to undertake cleaning
9. To undertake any other duties as directed by the Duty Manager which are commensurate with the post and grade and contribute to the general purpose and objectives of the department.

Health and safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential security incidents.



Person specification			
Post title	Cleaner	Grade	A (Inclusive of all weekend, out of hours, evening and Bank Holiday working)
Directorate	Volair Ltd	Section/team	Leisure and Culture Operations

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Criteria	<i>Essential requirements</i>	* M.O.A
Skills, knowledge, experience etc		
1	Ability to work as part of a team to ensure appropriate standards are maintained, and report any defects to the relevant Supervisor	A/I
2	Experience of working within cleaning environment	A/I
Qualifications		
3	CIEH Health and Safety Certificate	C
4	CIEH Manual Handling Certificate	C
Health and safety		
5	Knowledge of Health and Safety Procedures Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger	A/I
Personal attributes and circumstances		
6	Ability to work evening, weekends and Bank Holidays as required.	A/I
7	Demonstrate a willingness to undertake appropriate training	A/I

***Method of assessment (*M.O.A)**

A = Application form

C = Certificate

E = Exercise

I = Interview

P = Presentation

T = Test

AC =

Assessment centre

Date	Approved by authorised manager	Designation
11/10/13	Sam Goodwin	Principal Commissioning and Partnership Manager



Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.



Conditions of Service

Post	Casual Cleaner
Employment status	Casual
Grade	Pay Band A
General	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
Salary	£8.75 per hour
Leave Entitlement	13% holiday pay
Hours	As and when required
Medical	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
Training	Volair Ltd encourages training and development for all employees.
Pension	If eligible you will be automatically enrolled into the NEST Pension Scheme