

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Cleaner

Vacancy ID: 007520

Salary: £7.9024 - £7.9693 per hour

Closing Date: 21/05/2017

Benefits & Grade

Grade E, plus local wage supplement

Contract Details

5 posts, Casual (zero hours)

You will receive a holiday plussage on all hours worked which will be paid at the same time as the normal pay for the work. The holiday plussage is based on the 31 days DBC contractual entitlement and this equates to 13.54%

Contract Hours

As and when required

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

We are looking for Cleaners to join our dynamic team at the Dolphin Centre

Our aims are to deliver the highest possible levels of customer service and as such, we are looking for highly motivated individuals to assist us in the delivery of our services.

Working within the leisure industry, you will become part of a dedicated and committed team who strive towards excellence in public service.

Full training will be provided therefore experience is not essential. You will be part of a supportive team; however you must have the ability to work on your own.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact the Duty Manager on 01325 406964.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES & RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Cleaner
<u>GRADE :</u>	E
<u>JOB EVALUATION NO.</u>	A422
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Duty Manager who is responsible to the Facilities Support Manager.
<u>JOB PURPOSE :</u>	To clean the site as written into our quality procedures and work programmes, in a safe and efficient manner.
<u>POST NO.</u>	D10392
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To clean areas allocated covering:-
 - Toilets and Washrooms
 - Offices/Classrooms
 - Corridors and Walkways
 - Curtilages
 - Use of variety of equipment
2. To work well with customers/clients and colleagues
3. To ensure a high standard of work is maintained in accordance with the Quality Systems and current work practices.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. To assist the Quality and Environment Systems Manager in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 management systems criteria and Chartermark status are continuously met.
6. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
7. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
8. Carry out your role in line with the Council's Equality agenda.

9. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
10. Any other duties of a similar nature related to this post that may be required from time-to-time.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: April 2017

DARLINGTON BOROUGH COUNCIL

NEIGHBOURHOOD SERVICES & RESOURCES

PERSON SPECIFICATION

POST NO – D10392

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE's – grades A*-C or equivalent qualification		D
2	British Institute of Cleaning Sciences/or other relevant qualification		D
	Experience & Knowledge		
3	Previous cleaning experience		D
4	Knowledge of Health and Safety at work		D
	Skills		
5	Ability to communicate orally to a wide range of audiences	E	
6	Ability to work well with customers/clients and colleagues	E	
7	Ability to maintain a high standard of cleaning	E	
8	Able to demonstrate customer care skills	E	
	Personal Attributes		
9	Committed to high standards of customer service		D
	Special Requirements		
10	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
11	The successful candidate will be expected to wear the uniform provided	E	
12	Satisfactory Enhanced DBS Disclosure	E	
13	Good availability to work shifts at short notice, including early mornings, daytimes, evenings and weekends	E	