# Part Time Cleaner

## (16 hours per week)

**BRADFORD: £6.43 per hour**

accent foundation

An opportunity has arisen for a part time Cleaner to work 16 hours per week at our Ripleyville Scheme in Bradford.

Duties will include mopping tiled floors, sweeping and cleaning all stairs and mopping and disinfecting the refuse area on a regular basis. You will also be required to report any damage or health and safety issues to the Customer Services Manager.

We offer an excellent benefits package including a salary based contributory pension scheme with life assurance cover, generous holidays and both internal and external training opportunities.

**Apply on-line at:** https://jobs.accentgroup.org

**Closing Date:** Friday 24 February 2012

We positively welcome and support the diversity of the communities we work with and the people we employ.

POSITIVE ABOUT DISABLED PEOPLE

# JOB DESCRIPTION

**JOB TITLE:** CLEANER
**DIRECTORATE:** OPERATIONS
**REPORTING TO:** SCHEME MANAGER

## SUPERVISORY RESPONSIBILITY:

None

## OVERALL PURPOSE & OBJECTIVES OF THE POST:

To ensure a high standard of cleaning to communal areas of the Scheme.

## PRINCIPAL DUTIES:

1. To vacuum or sweep all carpeted areas.
2. To mop clean all tiled areas.
3. To sweep clean all stairs and stair edges.
4. To clean sanitary fittings to communal WC's/shower rooms on a daily basis.
5. To mop and disinfect refuse area on a regular basis.
6. To dust all skirtings, window-sills and frames, door tops and radiator shelves on a daily basis.
7. To empty ashtrays and litterbins on a daily basis.

## ADDITIONAL DUTIES:

1. To inspect all communal areas on a daily basis and clean as required.
2. To dust and polish all furniture/fittings to communal areas as required.
3. To clean all vacated flats as required.
4. To report to the Scheme Manager any damage on stairs within the communal areas of the Scheme.
5. To request any items of cleaning material, bulbs etc from the Scheme Manager.
6. To undertake any other reasonable duties as may be requested by the Scheme Manager within the remit of the post.

## LIAISON WITH/PERSONAL CONTACTS:

Scheme Manager
Customer Services Manager
Residents and Visitors to the Scheme

## HEALTH & SAFETY

All Accent employees must comply with the statutory legislation contained in and related to the current Health & Safety at Work etc Act, Regulations, Approved Codes of Practice and Guidance. Compliance also includes all the Health & Safety Policies, Procedures, Safe Systems of Work and Guidance set out by Accent Group. Employers, line managers and employees must take reasonable care to ensure that they do not endanger themselves, or anyone else who might be affected by their work activities.

Training and supervisory arrangements are in place to prevent intentional or reckless interference and misuse of anything provided, by Accent, for health and safety purposes. Risk Assessments should be completed for all hazards identified in the workplace.

## SPECIAL FEATURES OF THE POST:

None

**BN/CL**
**11.01**

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|---|---|
| **Prepared by:** | **B Brooks** |
| **Checked by:** | **A D Bell** |
| **Date:** | **August 2002** |
| | **(SS24)** |

# ACCENT FOUNDATION LTD
# PERSONNEL SPECIFICATION

**POST TITLE:** Cleaner (All Regions)

**SUMMARY OF JOB:** To provide a cleaning service to the communal areas of the scheme

**In all matters of employment and services provided by the Group we require everyone to respect and abide by our Equal Opportunities Policy, which allows for the right of individuals to be treated in a fair and equal manner.**

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED eg APPLN FORM/ INTERVIEW/PRACTICAL TEST |
|---|---|---|---|
| EXPERIENCE | | - Previous experience of general cleaning duties within time limit. | Application Form and Interview |
| QUALIFICATIONS | | | Application Form and Interview |
| TRAINING | | | Application Form and Interview |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED EG APPLNFORM/<br>INTERVIEW//PRACTICAL TEST |
|---|---|---|---|
| SPECIAL KNOWLEDGE AND SKILLS | | - Tact and diplomacy | Application Form<br>and Interview |
| PERSONAL CIRCUMSTANCES | | | Application Form<br>and Interview |
| DISPOSITION/ADJUSTMENT/ ATTITUDE | - Conscientious and reliable.<br>- Take pride in job.<br>- Self motivated.<br>- Understanding of, and commitment to, equal opportunities.<br>- Understanding of, and commitment to, good customer service.<br>- Positive 'can do' attitude. | | Application Form<br>and Interview |
| PRACTICAL AND INTELLECTUAL SKILLS | | | Application Form<br>and Interview |
| PHYSICAL | - Reasonable level of fitness | | Application Form<br>and Interview |

**TERMS & CONDITIONS**

| | |
|---|---|
| **JOB TITLE:** | **CLEANER** |
| **LOCATION:** | **9 GLOVER COURT, RIPLEYVILLE, BRADFORD, BD5 7TZ** |
| **RELEVANT OFFICE LOCATION:** | **JEREMY DOWNS HOUSE, SENIOR WAY, BRADFORD, BD5 0QB** |
| **CLOSING DATE:** | **FRIDAY 24 FEBRUARY 2012** |

**The successful applicant will be employed on Accent Group Standard Terms & Conditions of Employment.**

**CURRENT SALARY DETAILS**:

The hourly rate for this post is £6.43 per hour for new employees who fully meet the requirements of the post/Personnel Specification.

New employees/postholders who possess almost all of the requirements of the post/Personnel Specification, but with a few specific areas requiring some development in order to be fully effective, the starting salary will be 5% below the salary detailed above.

On some occasions, those who have development needs in a number of areas in order to fully meet the requirements of the post/ Personnel Specification, the starting salary will be 10% below the salary detailed above.

In any event, it is envisaged that all new recruits will reach the full salary for the post within approximately 12 months.

**EMPLOYMENT TYPE:** Permanent

**CONTRACTED HOURS:** 16 hours per week
9.30am – 12.30pm Monday to Thursday
9.30am – 1.30pm Friday

**EMPLOYMENT SUBJECT TO:** All offers are subject to the receipt of:

- Satisfactory References
- Medical Clearance
- Proof of Eligibility to Work in the UK

**PROBATION:** All employees are subject to a 6-month Probationary Period, during which time progress is closely monitored. Employees are transferred to the established staff of the Group on satisfactory completion.

**HOLIDAY YEAR:** 1 January to 31 December

**BASIC HOLIDAY ENTITLEMENT:** 25 days per year

**SERVICE DAYS:** 1 day for each calendar year of service – up to a maximum of 5 days.

**STATUTORY DAYS:** 9 statutory holidays (2012)

**PRIVILEGE DAYS:** 3-4 days per calendar year to be taken as directed by the business – possibly between Christmas and New Year. Any days not directed will be added to your holiday entitlement.

**BUYING ANNUAL LEAVE:** The facility to request to purchase additional holiday of up to 2 of your working weeks in any one year subject to the needs of the business.

**ALLOWED HOLIDAY CARRY OVER:** 1 working week

**NOTICE PERIOD:** One Month

**PAY PERIOD:** 20th of the month or on the last working day before 20th if it falls on a weekend or Bank Holiday/ Privilege Day.

**COMPANY SICK PAY:** Sickness will be calculated on a "Rolling Year" basis. A rolling year is where we take the first day of a new period of absence and look back 12 months to see how much sickness leave you have taken between the two dates. The amount already taken gives the balance of the entitlement for the period of sickness absence.

- During the first 4 months of service – 1 month full pay.
- From 4 to 12 months service – 1 month full pay and 2 months half pay.
- During the second year of service – 2 months full pay and 2 months half pay.
- During the third year of service and over – 4 months full pay and 4 months half pay.

**MATERNITY PAY & LEAVE AND ADOPTION PAY & LEAVE:** Employees who have average weekly earnings below the lower Earnings Limit for National Insurance have no entitlement to Company or Statutory Maternity Pay.

Weeks 1 - 6 = 90% of average weekly earnings

Weeks 7 – 18 = 50% of salary plus SMP up to a maximum of 100% of normal salary
Weeks 19 – 39 weeks = SMP only
Weeks 40 – 52 = no pay

If you leave within 3 months of the last day of absence Company Maternity Pay will be recovered, from your final salary payment. Maximum leave is 52 weeks. Service requirements for both pay and leave are as per current legislation.

**PATERNITY PAY & LEAVE INCLUDING ADOPTION PATERNITY PAY & LEAVE:**

Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance have no entitlement to Statutory or Company Paternity Pay or Statutory or Company Adoption Paternity Pay.

Up to a maximum of 2 weeks taken as whole weeks. Periods of less than a week will be counted as a week. Leave to be taken within 56 days of the birth/placement.

Weeks 1 – 2 = SPP/SAPP only or 90% of salary if higher.

If you leave within 3 months of the last day of absence Company Paternity Pay or Company Adoption Paternity Pay will be recovered, from your final salary payment.

Service requirements for both Paternity and Adoption Paternity leave and pay are as per current legislation.

**UNPAID LEAVE:**

Applications will be considered, once in every 5 year period as follows:
After 1 year of service - up to 4 weeks.
After 2 years of service – up to 3 months.

**LONG SERVICE AWARDS:**

Based on length of continuous service, you will receive the following amounts paid in Vouchers.
10 years - £100
20 years - £200
25 years - £250
30 years - £300

**PENSION SCHEME:** Employees are entitled to join Accent's salary based contributory pension scheme with Life Assurance Cover on commencement of employment. Contributions are currently 16% of salary from the Group and 9% from the employee. Employees are not eligible to join the Pension Scheme until they reach 18 years of age.

**TRAINING:** Accent Group offers both internal and external training opportunities, and has an extensive catalogue of E Learning modules available for staff to complete. There is also the opportunity for sponsorship through Day Release/Professional Studies leading to qualifications. Everyone is encouraged to take advantage of the training opportunities offered however attendance is subject to manager approval and is dependent upon the level of the post and available budget.

**APPLICATION INFORMATION:** At Accent Group we take seriously our responsibilities to reduce our carbon footprint. As a result we have chosen not to send letters to candidates whose application is rejected prior to interview.

However, we feel that it is important to acknowledge the time taken to make an application, and the interest shown in Accent Group. If you have not heard from Accent Group within 3 weeks of the closing date of the vacancy, you should assume that your application has not been successful on this occasion, however, please accept our thanks for your application.