Recruitment Pack



EAST RENFREWSHIRE COUNCIL

CLEANER

ERN05631

EXTERNAL

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Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application.

Our values: Ambition, Kindness, Trust

ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Cleaner
JOB STATUS:	Part Time / Term Time
DURATION:	Permanent
NUMBER OF VACANCIES:	Multiple
GRADE:	1
TERM TIME HOURLY RATE:	£11.8183- £12.4950
HOURS PER WEEK:	Various hours (10 hour, 15 hour, 20 hour, 30 hour positions available)
LOCATION:	Various Locations within ERC

You will carry out various cleaning duties, including washing, emptying litter bins, sweeping, dusting and vacuum cleaning using powered equipment where appropriate, to ensure that the premises, which will include toilets, are in a clean and hygienic condition.

The ideal candidate should have cleaning experience although applicants with a willingness to learn will also be considered.

Please note: you will be required to attend interview in person.

If you would like a paper copy application form, please contact facilities management on edfacilitiesmanagement@eastrenfrewshire.gov.uk or 0141 577 3575.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

East Renfrewshire Council has launched a new 15 year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note East Renfrewshire Council does not provide Visa sponsorship.

As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on 31 March 2027.

You will be contacted by facilities management to arrange a date for interview.

If you would like an informal discussion about the post, please contact the Cleaning & Janitorial Service Manager, on 0141 577 3311 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver they will be guaranteed interview.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department	Education
Division/Section	Facilities Management
Job Title	Cleaner
Responsible to	Janitor/Cleaner. Cleaning Supervisor
Grade	Grade 1
Principal Functions	Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.

Main Duties

Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets, shower areas and emergency spills), and fixtures and fittings, using approved cleaning agents and powered equipment where appropriate.

Duties may vary between term and closure periods.

'Premises' refers to all of the establishment's buildings.

The designated area may include changing rooms, shower areas and toilets associated with swimming pools, but not the pool or its immediate surrounds.

Fixtures and fittings includes all facilities within the establishment such as cabinets, internal glass, curtains, blinds and telephones.

Keys may be held for the purpose of entering and leaving areas which require to be cleaned.

All duties must be carried out to comply with the Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; Codes of Practice; and established local authority procedures.

All duties will be carried out in the working conditions normally inherent in the particular job.

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Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Where appropriate it will be required to wear any uniform or protective clothing.

To accept any training to facilitate the undertaking of duties for jobs up to and including the grade for the post.

To assist in providing the appropriate experience/training for similarly graded employees.

Other duties arising from the use of the premises commensurate with the grading of the post.

PERSON SPECIFICATION

POST OF: Cleaner **GRADE:** 1	**SERVICE:** Facilities Management **DEPARTMENT:** Education		
ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS			
RELEVANT WORK/ OTHER EXPERIENCE Cleaning experience		√	Application Form
SKILLS AND ABILITIES Able to work on own initiative		√	Interview
PERSONAL QUALITIES Willingness to learn new skills Good communication skills	√	 √	Interview
ADDITIONAL JOB REQUIREMENTS			