

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

CLEANER

WILLIAMWOOD HIGH SCHOOL

ERN06618

EXTERNAL

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Advertisement

Job Description

Person Specification

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



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DEPARTMENT:	Education
JOB TITLE:	Cleaner
JOB STATUS:	Part Time / Term Time – 39 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	1
TERM TIME HOURLY RATE:	£11.8183- £12.4950
PRO RATA ANNUAL SALARY:	£6,162 - £6,514
HOURS PER WEEK:	10
WORK PATTERN:	Monday to Friday – 06:00 AM – 08:00 AM
LOCATION:	Williamwood High School

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.

This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. 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.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

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.

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.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>



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 Sunday 18 October 2026

Shortleat date: TBC

Interview date: TBC

If you would like an informal discussion about the post, please contact Christopher Pashley, Janitorial & Cleaning Services 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 if the applicant clearly shows in their application that they meet the essential criteria for the job.



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>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

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: 1

Purpose of the Role: 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.

Responsibilities

- 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.



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PERSON SPECIFICATION

POST OF:	CLEANER	DEPARTMENT:	EDUCATION
GRADE:	1	SERVICE:	FACILITIES MANAGEMENT
ATTRIBUTES	ESSENTIAL	DESIRABLE	
Relevant Work/Other Experience/Skills		- Cleaning experience - Able to work on own initiative	
Personal Qualities/ Behaviours	Willingness to learn new skills	Good communication skills	