

Job Title: Project cleaner
Salary: £1170
Reporting to: Early Years Coordinator
Location: Lisburn Sure Start
Hours of work: 3 hours per week

Key Responsibilities:

To be responsible for delivering a high quality cleaning service to the projects childcare premises and offices supporting the delivery of the Sure Start programme within the Lisburn Sure Start area.

Specific Tasks:

1. To ensure a clean and welcoming environment (2 sites)
2. To ensure childcare rooms / offices / meeting rooms are kept clean by sweeping, vacuuming and/or washing according to floor covering.
3. To collect the waste from receptacles in offices, toilets, kitchens, common areas and remove to waste containers/bins for disposal.
4. To keep clean and sanitised on a daily basis all lavatories including toilet bowls, seats, sinks, taps, floors, pipes, walls and cubicles.
5. To keep replenished all sanitary supplies in lavatories (and other designated areas) including soap, hand towels and toilet rolls.
6. To keep clean and sanitised all kitchen surfaces including worktops, fridge, sinks, taps, cupboards and floors
7. To collect recycled materials from receptacles provided in offices and communal areas and store in an appointed collection point.
8. To work as a member of the Lisburn Sure Start team to support delivery of the Sure Start programmes
9. To maintain and accurately record Health & Safety documentation as required by the job role and ensure compliance to good record management & information systems.
10. To maintain an accurate record of stock levels / inventory and notify administration for reordering
11. The successful applicants who will be working in registered settings will be required to consent to the Trust's Early Years' Service vetting and approval as required by the

Children (NI) Order 1995 prior to the offer of employment being confirmed. There are a number of standard duties and responsibilities that all employees irrespective of their role and level of seniority within Bryson Charitable Group are expected to be familiar with and adhere to:

12. To observe all relevant Health & Safety rules and regulations
13. To carry out any other relevant tasks, which may from time-to-time, be required
14. To promote and comply with Bryson Charitable Group policies on diversity and equality both in the delivery of services and treatment of others
15. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of the Data Protection Act and amendments
16. To comply with Bryson Charitable Group protocols on the appropriate use of telephone, e-mail and internet facilities
17. To comply with the principles of risk management in relation to individual and corporate responsibilities
18. To observe and adhere to all Bryson Charitable Group's Policies & Procedures

This job description is a broad picture of the post at the date of preparation. It is not exhaustive and as such, the post holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the post holder.

PERSON SPECIFICATION

Job Title: Project Cleaner

Criteria		Essential	Desirable	To be tested
Experience	6 months experience of general cleaning	Yes		Application form
Qualifications	GCSE English and Mathematics at grade C or above		Yes	Application form
Skills and Aptitudes	Ability to maintain confidentiality and a sensitive approach to service users. Ability to communicate effectively Ability to work on own initiative	Yes Yes Yes		At interview At interview At interview
Personal Qualities	Clean drivers licence and access to transport		Yes	Application form
Mission and Values	The candidate must respect the vision, mission and core values of Bryson Charitable Group.	Yes		At interview

TERMS AND CONDITIONS:

Length of Contract:	Permanent
Salary:	£1170
Hours:	3 hrs per week
Holidays:	12 Statutory days 20 Annual days (Pro Rata)
Probationary Period:	6 months
Notice:	1 month

BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES

BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES

BRYSON CHARITABLE GROUP OPERATES A NO SMOKING POLICY - WE THANK YOU FOR NOT SMOKING DURING WORKING HOURS

ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND INDEPENDENCE

ALL SOCIAL CARE STAFF WILL BE REQUIRED TO REGISTER WITH THE NORTHERN IRELAND SOCIAL CARE COUNCIL AT THE APPROPRIATE TIME.

ALL BRYSON CARE CHILDREN'S SERVICES STAFF ARE REQUIRED TO COMPLY WITH AN ACCESS NI CHECK PRIOR TO COMMENCING EMPLOYMENT WITH BRYSON CHARITABLE GROUP

N.B. If a staff member leaves employment within the 6 month probationary period the £33.00 ACCESS NI fee will be recouped