

Candidate Information Booklet

Cleaner

(Maternity Cover)

(Ref: DC/06/2018)

Closing date for applications:

12 noon on Monday 25th June 2018



###### **Ashton Centre Job Description**

**Job Title : Domestic Cleaner (Maternity Cover)**

# Responsible to: Facilities Officer

**Location: Ashton Community Trust**

**Duration: Nine months initially with possible extension**

**Hours: 20 hours per week**

**Salary : £8,936 per annum**

# Job Purpose

Ashton Centre Development Ltd improves the quality and efficiency of its services that matter to employees, clients and visitors. The work we do involves the most important areas of community, peace, health, education, transport, youth and adult care services.

The role of the Domestic Assistant is to ensure that the allocated area is maintained in a clean and organised state to provide a clean environment for employees, visitors and clients.

**Duties:**

* Present a domestic cleaning service to clients, visitors and staff within ACT
* Clean to hygienic standard following work procedures that incorporate all quality standards laid down by ACT
* Clean floors, work surfaces, furnishings and related equipment manually and by use of machine understanding; adhering to work schedules and Standard Operating Procedures
* Empty, dispose and replace domestic waste as directed and ensure that waste is disposed of correctly
* Ensure that all equipment and materials required to perform all cleaning tasks are maintained in a hygienic and safe condition and any deviation in store levels or suitability of equipment is reported to the Supervisor for action
* Ensure infection control standards are maintained
* Ensure that all work is carried out in line with Health and Safety, Quality and ACT policies and procedures
* Participate as a full member of the team, e.g. supporting and training other staff, participating in team meetings, working flexibly as required to cover other members of the team
* Undertake other ad hoc duties as prescribed by manager and within scope of skill and capability

**Essential Duties and Tasks**

1. Clean Restrooms

* Scrub toilets
* Wipe sinks
* Clean mirrors
* Polish chrome
* Mop floors
* Replace paper products
* Refill soap dispenser
* Clean stall walls

1. Clean Floors

* Sweep/vacuum floors
* Spot clean carpets
* Mop up spills
* Assure that floors are free of litter and other debris

1. General Cleaning

* Dust baseboards
* Dust and apply furniture polish to office furniture
* Dust office equipment



**Personnel Specification**

**Essential Criteria:**

1. Good communication skills and customer care skills

All successful applicants must complete mandatory training e.g. manual handling/risk assessment/fire safety training

**Desirable Criteria:**

1. Previous experience is desirable
2. Basic skills training, including accreditation by British Institute of Cleaning Science is desirable
3. Full clean driving license with access to own transport

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Centre Ltd will not accept CV’s, letters, additional pages or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black pen or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton Centre Ltd will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by:
  + Email, post or delivered by hand to HR, Ashton Centre, 5 Churchill Street, Belfast, BT15 2BP.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton Centre to meet the required deadlines.
* Ashton Centre Ltd will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 742255.

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Centre Ltd will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 742255.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Centre Ltd complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton Centre Ltd the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Centre Ltd complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>



**Confidential**

Ashton Centre Development Ltd

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

**Employment Application Form**

Please complete this application form in black ink or typescript and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:** | Cleaner | **Application Number:** | **DC/06/2018** |
| **Closing Date and Time:** | 12:00 noon, Monday 25th June 2018 | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
|  |  |

**Relevant Qualifications or Professional Membership**

(Please continue on a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ/** | **Subject(s)** | **Grade** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
|  |  |  |  |

**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |
| **Notice required if offered the position for which you have applied?** | | | |

**Training**

|  |
| --- |
| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
|  |

**Suitability for the Post**

Please detail your suitability for this position under the relevant headings below, describing why you feel you are suited to the position for which you are applying, referring specifically to the job description and person specification.

|  |
| --- |
| **Essential Criteria** |
| **1. Please detail your good communication skills and customer care skills.** |

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| --- |
| **Desirable Criteria** |
|  |
| **1. Do you have previous experience? Please tell us about it.** |
| **2. Do you have basic skills training, including accreditation by British Institute of Cleaning Science is desirable?** |
| **3. Full clean driving license with access to own transport** |

**Additional Information**

|  |
| --- |
| Bearing in mind the skills and abilities detailed within the personal specification, please use this section to explain why you are applying for the post and to detail any further information you feel would support your application. |

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Do you require a work permit/visa to work in the UK? | Yes | No |
| If yes, do you hold a work permit/visa to work in the UK? |  |  |
| if yes, please state start and end dates and any restrictions on your continued residence or employment in the UK. If no, please explain why? | | |
| **Disclosure Certificate:** | | |
| Applicants are advised that in accordance with legislation a Disclosure Certificate check will be undertaken by Access NI to ensure that individuals who may pose a risk to children or vulnerable persons are not appointed. | | |
| **Data Protection Act:** | | |
| Under the Data Protection Act 1998, Ashton Centre Development Ltd is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Centre Development Ltd for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998, this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton Centre Development Ltd to use this data in the way described above. | | |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton Centre Development Ltd is an Equal Opportunities Employer. We encourage applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

|  |
| --- |
| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Centre Development. |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Centre Development Ltd the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

|  |
| --- |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed, dismissal.  **Signed…………………………………………………Date…………………………………..** |



**MONITORING FORM JOB REFERENCE NO: DC/06/18**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON CENTRE LTD’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

Community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil Partner

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

………………………………………………………………………

**When you have completed this questionnaire, please return it to:**

**The Monitoring Officer,**

**ASHTON CENTRE DEVELOPMENT LTD,**

**5 CHURCHILL STREET, BELFAST BT15 2BP**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*





