



Post of

Cleaner

Part Time

Job Specification & Job Description
Including Eligibility Criteria and Appointment Notes

Job Ref: CL-01/25

[incredABLE](#) | 162 Portadown Road, Richhill, Co. Armagh [BT61 9LJ](#)
028 3887 2111 | info@incredible.org.uk | [facebook](#) | [twitter](#) | [linkedin](#)

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Job Title – Cleaner

Location – Armagh/ Richhill

Reporting to – Operations Manager

Contract: Permanent/ Part time: 3hrs per week,

Hours: This will depend on usage of the Centre by outside groups. We are projecting on average 3 hours per week to begin with but anticipate with increased booking this will increase

Salary - National Living Wage, currently £11.44 per hour for those aged 21 and over, and £8.60 per hour for those aged 18-20.

INTRODUCTION

Completed application forms or CV's must clearly demonstrate the qualifications, experience and skills sought, and must be returned to incredABLE before 4pm on **Thursday 6th February 2025**.

It is anticipated that interviews will be held w/c Monday 17th February 2025.

Organisation Overview

People living with a learning/intellectual disability and/or autism often experience boundaries with life opportunities.

We work to change that.

Through social, recreational, and skills-based experiences, incredABLE creates opportunities for incredABLE people to feel empowered to make choices, discover talents, realise passions, and build a meaningful life within a supportive community where they can thrive.

We want to inspire families, empower individuals, and include communities across the Southern Health and Social Care Trust area via greater choice and opportunity for engagement.

Purpose of role

We are seeking a dedicated and reliable Cleaner to join our team. The ideal candidate will play a crucial role in maintaining cleanliness and hygiene in various environments. This position requires strong communication skills and a commitment to providing excellent customer service. The Cleaner will ensure that all areas are kept tidy, organised, and welcoming for clients and staff alike.

Role Specific duties -

The cleaner is expected to fulfil certain duties and responsibilities. These duties include but are not limited to:

- Dusting, sweeping, vacuuming, and mopping surfaces including living/working areas, bathrooms, kitchens, and supply closets.

- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels).
- Washing and pressing bedclothes, kitchen towels, floor rags and dusters.
- Use appropriate cleaning products and equipment to ensure high standards of cleanliness.
- Maintaining cleaning products and requesting the order of supplies when necessary.
- Dispose of waste in accordance with health and safety regulations.
- Report any maintenance issues or safety hazards to the appropriate personnel.
- Communicate effectively with team members and clients to address any specific cleaning requests or concerns.
- Drive to various locations as needed for cleaning assignments.
- Conducting disinfection and deep cleaning.
- Maintaining Material Safety Data Sheets (MSDSs) and compliance with universal precautions.

2. General

- Work in a manner that protects sensitive information.
- Ensure all duties and responsibilities are carried out in compliance with GDPR, Safeguarding and Health and Safety policies, quality, and statutory regulations.
- Ensure all duties and responsibilities are carried out in a manner consistent with incredABLE's policies and procedures, enhancing the organisation's reputation.
- Participate in training opportunities which are appropriate for the role in which you are employed.
- Work flexibly to meet the needs of the organisation.

The above duties and responsibilities do not encompass the full range of tasks that may be required of the post-holder. These tasks may vary from time to time without altering the nature of the position or the level of responsibility; this flexibility is reflected in the salary level.

PERSONNEL SPECIFICATION

Eligibility Criteria

Criteria	E or D*	S or I**
Experience/Qualifications/Knowledge		
One years' experience in a similar position	E	S & I
Skills and Abilities		
Excellent organisation and housekeeping skills	E	I
Working knowledge of health and safety	D	I
Ability to work well under pressure	E	S & I
Excellent interpersonal and customer service skills	D	I

Ability to undertake a range of personal and practical cleaning tasks	E	S & I
Ability to work effectively in a lone worker capacity and as a team member. Have good communication skills	E	S & I
Requirements: Personal Qualities/Circumstances		
Be self-motivated, reliable, and committed	E	S & I
Ability to work flexible, unsociable hours including evenings, weekends at times demanded by the job.	E	S & I
The successful candidate may be required to undergo an enhanced check via the Access (NI) Service before commencement of employment.	E	I
<p>*E = essential criteria D = desirable criteria</p> <p>**S = shortlisting criteria I = interview criteria</p> <p>*** = Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</p>		

Short listing Criteria

Short listing will be conducted in respect of the Essential Criteria but in the case of many applicants, we reserve the right to enhance the short-listing criteria to include the Desirable attributes.

Proposed interview dates w/c **Monday 17th February 2025.**

Please Note:

Only those applicants, who appear, from the available information as provided in a returned application form, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application form how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.

APPOINTMENT NOTES

- 1.1** The appointment will be to incredABLE. All appointments are subject to the satisfactory completion of a 6-month probationary period.
- 1.2** The successful candidate will start at the salary of National Living Wage, currently £11.44 per hour for those aged 21 and over, and £8.60 per hour for those aged 18-20.
- 1.3** Annual leave entitlement is 28 days per annum (pro-rata), inclusive of statutory holidays, increasing to 31 days following the successful completion of the probationary period, and rising further to a maximum of 35 days with length of service.
- 1.4** The working week is 37.5 hours excluding meal breaks. However, as part of the normal contract of employment, appointees may be occasionally required to work variable hours, which will mean working into late evenings, at weekends or on Public Holidays.
- 1.5** The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary. Financial assistance with approved studies may be available.

GENERAL INFORMATION

incredABLE is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether they have dependents. All applications for employment will be considered based on merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire in a sealed envelope, (provided for this purpose). Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.

THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST.