



Credition Town Council

8a North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: townclerk@credition.gov.uk

VACANCY

**Credition Town Council is looking for
2 cleaners for a job share opportunity.**

4 hours per week each role

7 days a week to be covered between the roles, inclusive of
weekends and Bank Holidays

(with the ability to work additional hours and cover
holidays/sickness when required depending on the working
pattern agreed)

A part time role providing cleaning cover for public toilets located
at Newcombes Meadow toilet block and the Council Offices, North
Street.

The ideal applicants must be flexible, have good time
management skills and excellent attention to detail.

The salary will be £8.21 per hour.

**For a full job description, person specification and application
form please visit www.credition.gov.uk**

Closing date for applications is Friday, 15th March 2019

Interviews will be held on Thursday 21st March 2019



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TOWN COUNCIL CLEANER - JOB DESCRIPTION

JOB TITLE	Cleaner
SALARY	£8.21 per hour
HOURS OF WORK	4 hours per week (with the ability to work additional hours when required)
RESPONSIBLE TO	Town Clerk
CLEANING LOCATIONS	Newcombes Meadow Toilets, Union Road and Council Offices, North Street

The Town Council is looking to recruit two cleaners, in a job share role to provide 7 days a week cover (8 hours in total). You will be required to provide cleaning and maintenance cover for toilets located at Newcombes Meadow public toilet block and the Council Offices, North Street. The successful applicants must be flexible, prepared to provide holiday and sickness cover and have the ability to work weekends and public holidays depending on the job share agreements agreed. Good time management with attention to details is essential.

MAIN RESPONSIBILITIES

1. Clean, stock and supply the locations as stated in daily duties below.
2. Perform and document routine inspection and maintenance activities.
3. Carry out heavy cleansing tasks and special projects as directed by the Town Clerk.
4. Notify the Town Clerk of occurring deficiencies or needs for repairs.
5. Manage stock of cleaning materials and report to Town Clerk when stock needs replenishing
6. Follow all health and safety regulations.
7. To carry out any other reasonable duties within the overall function of the job. Cleaners are to report to the Town Clerk any factors that are likely to affect his/her work which they consider that the Town Clerk should be aware of.

DAILY DUTIES

COUNCIL OFFICES, NORTH STREET

- Clean lavatory basin with appropriate cleaner provided
- Clean inside and outside surrounds of the sink
- Clean taps
- Replenish consumable items (soap, toilet rolls, paper towels)
- Wipe paintwork
- Empty the bin
- Clean and mop floor with appropriate cleaner



NEWCOMBES MEADOW TOILET BLOCK, UNION ROAD

- Open the toilets every morning at 8.00 am
- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Replenish consumable items (soap, toilet rolls, paper towels)
- Wipe paintwork & tiled areas
- Empty general waste bins
- Clean and mop floor with appropriate cleaner and bleach as instructed
- Close and lock the toilets every evening at 6.30 pm



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TOWN COUNCIL CLEANER - PERSON SPECIFICATION

- Ability to carry out general cleaning duties as detailed in the Job Description.
- Punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.

CREDITON TOWN COUNCIL

APPLICATION FOR EMPLOYMENT



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By signing this form, you will be providing the Council with your consent to these uses.

► **Post Applied For:**

► **Personal Details:**

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

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Are you related to any elected member or employee of the Council? If so, please give details.

► **Education:**

Please list all educational qualifications obtained*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

* The Council may require sight of the original certificates for all qualifications received

► Work Related Skills and Qualifications:

Please give details of all relevant training courses attended and qualifications obtained (if applicable)*

► Other Skills:

Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying

► Health:

Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?

► Present (Last) Employment:

Employer (and location)

Nature of Business

Full or Part Time

Job Title

Permanent or Temporary

Summarise the nature of your work and job responsibilities/achievements

Date Joined

Date Left or Notice Period

Reason for Leaving

Salary/Wage on Leaving

► Previous Employment:

Employer (and location)

Nature of Business

Full or Part Time

Job Title

Permanent or Temporary

Summarise the nature of your work and job responsibilities/achievements

Date Joined

Date Left

Reason for Leaving

Salary/Wage on Leaving

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* The Council may require sight of the original certificates for all qualifications received

Previous Employment (continued)	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
<p>► Other Relevant Information: Please provide any supplementary information appropriate to your application, which is not covered elsewhere. Please add any details of any relevant knowledge, experience or personal qualities in support of your application. Additional sheets may be attached.</p>	
<p>► Eligibility for Employment:</p>	
Are you currently eligible for employment in the UK? (Please answer Yes or No)	
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc - showing authorisation to work and reside in the UK)	

► References:			
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*			
Have you any objection to the references being obtained prior to interview? (Please answer Yes or No).			
► Declaration:			
I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history.			
I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal.			
I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report.			
This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.			
Signed		Date	
<i>The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.</i>			
► Equal Opportunities – Voluntary Information			
The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit.			
In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.			
I would describe my ethnic origin as (please tick):			
African		Afro-Caribbean	
			Asian (China/SE Asia)
Asian (Indian Sub-continent)		European	
			Other (please specify)

Please return to: Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices, 8a North Street, Crediton, Devon, EX17 2BT by 12 noon on Friday, 15th March 2019.

* NOTE: References will be obtained and their authenticity checked if you are to be offered the post