



**SUPPORTING INFORMATION FOR THE POST OF
CLEANER
MRS SMITHS COTTAGE**

November 2020

ADVERTISEMENT
Mrs Smiths Cottage
Cleaner
Part time - 6 hours week
Grade A1/1 £18,198-£19,698, (pro rata)

An exciting and supportive role of Cleaner has been newly created to support the day to day operation of Mrs Smith's Cottage and the Visitor Centre. As a member of the Visitor Economy Team you will be contributing to the running of the newly opened Mrs Smith's Cottage.

North Kesteven District Council was awarded National Heritage Lottery Funding, matched by both funds from the Council and other sources, to bring Mrs Smith's Cottage in Navenby back into use as a visitor attraction. The successful applicant will work with the team to create a clean and safe environment for staff and visitors of the Cottage.

The post holder will need to be able to work flexible hours, prioritise work and under their own initiative, they will work closely with existing staff and volunteers to ensure that the Cottage, Visitor Centre, Education Space and communal staff areas are kept clean, safe and presentable.

An interest in heritage or experience of handling museum collections would be an advantage in relation to cleaning within Mrs Smith's Cottage, however training will be given.

Key Activities of the job include:

- Clean within Mrs Smith's Cottage in line with conservation guidelines
- Wash, sweep or Hoover all floors within Visitor Centre, Education Space and communal staff areas
- Dust and clean equipment, work tops, doors and skirting's throughout all buildings
- To clean hand basins and toilets as required, as a minimum twice weekly
- Empty all bins
- To clean the exterior doors and windows on all buildings
- To assist with minor repairs, including replacement of light fittings, where practical
- To report any repairs to the Visitor Economy Operations Officer
- To manage cleaning stock and prepare order to be given to Visitor Economy Operations Officer
- To carry out Health & Safety check, including water flushing and monitoring
- When required allow access to booked groups or contractors
- When required assist Heritage Assistant or Learning Officer for setting up with events
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post.

For an informal discussion, please contact Anne Flannery, Visitor Economy Operations Officer 01529 308102

Closing date for applications is **6 December 2020**.

Interviews will be held virtually on **15 December 2020**.

Dear Applicant,

Vacant Post: Cleaner

Thank you for your interest in the above post.

I enclose an application pack, which includes: application form, Generic Job Profile, job overview and main terms and conditions.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When filling in your application form, please study the generic job profile / job overview carefully. If you do not demonstrate on the form that you fulfil the essential criteria for the position, you are unlikely to be successful in your application.

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Yours faithfully,

Stephanie Bond
HR Business Partner

POST TITLE: Cleaner (Mrs Smith's Cottage)

Business & Operational Support A1 – Generic Role Profile

JOB PURPOSE:

To support delivery of an efficient and effective service and to contribute to the priorities and ambitions of North Kesteven District Council

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Operate routine practical tasks according to clear and established instructions or Processes that support the operation of a service area
- Ensure service-specific work is completed daily on time and to an appropriate standard
- Carry out administrative and/or support activities to contribute to the smooth running of the service
- Resolve first line problems, referring to a more senior officer if necessary
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with councillors and team members at all levels
- To lead by example by embracing and living the organisation's values and behaviours
- To undertake such other duties as may be determined from time to time, within the General scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- Prior broadly related work experience and/or equivalent NVQ level
- Numeracy, literacy and IT skills as appropriate
- Familiarity with standard office software packages as appropriate
- Good working knowledge of relevant health and safety policies and procedures

OUR COMMITMENT:

NKDC is a people-focussed, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

JOB OVERVIEW

Knowledge	The jobholder needs knowledge of the Organisation's relevant procedures or practices plus additional procedural knowledge in order to do this job. He/she also needs an outline understanding of the relevant legislation related to his/her area of work. These relate to a range of different tasks. The job requires both literacy and numeracy skills, including the ability to compose sentences and to undertake straightforward arithmetic calculations. A good knowledge of correct spelling, grammar and punctuation is desirable but not essential.
Mental Skills	The jobholder requires the judgemental skills necessary to identify straightforward solutions to simple problems.
Interpersonal and Communication Skills	The jobholder is required to exchange straightforward information with work colleagues and, possibly, with other people.
Physical Skills	Specific physical skills are required, involving a moderate level of precision, for some of the tasks in this job.
Initiative and Independence	The jobholder's activities are undertaken in accordance with policies and procedures laid down by others, and the jobholder normally works from instructions or predetermined schedules which define how all the main task(s) are to be carried out. These instructions do not actually define the task(s) in detail and the jobholder is expected to deal with any unexpected problems or situations which arise. He/she is free to decide the order in which the job's various tasks will be carried out.
Physical Demands	This job requires the jobholder to use a high level of applied physical effort for a large proportion of the total working time. Lifting/carrying is also a feature requiring a high level of effort for a medium proportion of the total working time.
Mental Demands	General mental attention is sufficient to ensure that the tasks and duties of this job are carried out correctly. There is a need for concentrated sensory attention by the jobholder for short periods. Working to deadlines is a feature of this job, requiring the jobholder and/or his/her team to complete a task or series of tasks by a pre-set time.
Emotional Demands	The job does not require any direct involvement, either in person or by telephone, with people whose personal circumstances or behaviour could place emotional demands on the jobholder.
Responsibility for People - Well-Being	The jobholder has an impact on the well-being of individual, or groups of, people through his/her work with Statutory Regulations which could have a direct impact on their health, safety or well-being, without personally implementing or enforcing these.
Responsibility for Supervision, Direction, Co-Ordination of Employees	The jobholder is not required to supervise or manage any Organisation employees.
Responsibility for Financial Resources	The job involves limited, or no, direct responsibility for financial resources. The work may involve occasionally handling small amounts of cash, processing cheques, invoices or equivalent.
Responsibility for Physical and Information Resources	The jobholder's main responsibility for physical resources is for buildings, premises and/or external locations, specifically their security, and he/she is a nominated keyholder. The jobholder also has a responsibility for equipment and/or tools which he/she has to both use and maintain. On the

	equipment for which the jobholder has a maintenance responsibility he/she has to carry out "day-to-day" maintenance (i.e. cleaning, re-fuelling, carrying out minor repairs, etc.).
Working Conditions	The jobholder normally works indoors but he/she has regular exposure to very disagreeable, unpleasant or hazardous situations for a small proportion of the total working time.

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Cleaner (Mrs Smith's Cottage)

A copy of the Role Profile and Overview is enclosed

Salary

Grade 1 (A1) £18,198 - £19,698 per annum, pro rata

Hours of Work

This is a part-time job – 6 hours. A scheme of flexible working hours is in operation, within prescribed limits.

Holidays

Annual holiday entitlement is 24 days, pro rata (29 days, pro rata, after 5 years service in Local Government), plus a further 8 bank and public days, pro rata

Health Scheme

Subject to certain qualifying criteria, you will receive membership of a Cash Plan Health Scheme

Pension

This is a Local Government Pension Scheme.

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